

GOVERNMENT OF TAMILNADU
SCHOOL EDUCATION DEPARTMENT
SECRETARIAT,
CHENNAI-600 009
ADVERTISEMENT FOR THE POST OF
DIRECTOR OF PUBLIC LIBRARIES

Applications are invited for the post of Director of Public Libraries, Chennai from persons possessing qualifications and experience as mentioned below. The application form can be downloaded from the Department of School Education website: <http://tnschools.gov.in>

Pay Scale : Pay Band PB-4: Rs.37400-67000/- plus Grade pay of Rs.8800/-
(pre-revised)

Qualifications & Experience:

Qualifications : i) Master's degree in Library Science or Library and Information Science; and

Experience : ii) Must have rendered service for a period of not less than ten years in a Library after obtaining the Master's degree in Library Science or Library and Information Science;

Method of recruitment: By direct recruitment

Age : No person shall be eligible for appointment to the post by direct recruitment unless he has completed 45 years of age on the first day of July of the year in which the selection for appointment is made or notification issued, as the case may be.

Selection Procedure : The Selection will be done by a Committee following due procedure.

Last Date : Duly filled in applications should reach the Office of the Director of Public Libraries, 737/1, Anna Salai, Chennai-600 002 within 3 weeks from the date of publication of the advertisement for the above said post.

Note 1 : The applicants who are in Central Government/State Government Service/Autonomous Bodies/Union Territories or other Government Bodies should submit their application through proper channel along-with a certificate to the effect that no disciplinary proceedings are pending or contemplated against the officer. A.C.Rs. of the last 5 years may also be forwarded along-with the application.

PROFORMA OF APPLICATION

Application for the post of Director of Public Libraries, Chennai.

1. Name (in Block Letters):

2. Address:

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Mobile Number: E-mail ID:

3. Date of Birth (in Christian era):

4. Educational Qualifications

From 10 th onwards	Stream / Subjects	Year of Passing	% of Marks	Board / University

5. Equivalent Qualification

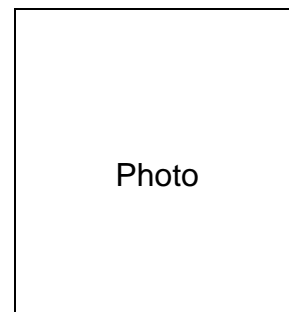
If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same.

6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.

Yes/No

7. Details of Employment in chronological order (Enclose a separate sheet duly authenticated by your signature):

Office / Institution	Post Held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)



8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.
9. In case the present employment is held on deputation/contract basis, please state:
 - a) The date of initial appointment.
 - b) Period of appointment on deputation/contract.
 - c) Name of the parent office/organization to which you belong
10. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column):
 - (i) Central Government,
 - (ii) State Government.,
 - (iii) Autonomous Organization,
 - (iv) Government Undertaking,
 - (v) Universities,
 - (vi) Others.
11. Are you drawing revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale of pay.
12. Additional information, if any, which you would like to mention in support of your suitability for the post.
(This among other things may include (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)
13. Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects, if any (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) Any other information)
(Note: Enclose a separate sheet if the space is insufficient)

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and I am well aware that the documents submitted by me will be assessed by the Selection Committee at the time of selection for the post. I understand that in event of any information being untrue or not satisfying shall tantamount to cancellation of my Candidature.

Signature of the Candidate

Address.....

Date:-.....

FORWARDING NOTE BY THE EMPLOYER

It is certified that:

- 1) Information given in the above proforma is correct as per the service records of the applicant.
- 2) The applicant is clear from vigilance angle.
- 3) The integrity of the applicant is beyond doubt.
- 4) No major/minor penalty has been imposed on the applicant during the last five (5) years.
- 5) The cadre controlling authority of the applicant has given clearance to enable him/her apply for the post
- 6) Attested copies of the last five (5) years of the applicant's Annual Confidential Report has been enclosed while forwarding this application.

Countersigned by the authorized signature
on behalf of the employer

Place:-.....

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Date:-.....

(Seal of the authorized signatory)