



Government of India
Ministry of Health and Family welfare
Central Leprosy Teaching and Research institute
Chengalpattu-603 001, Tamil Nadu

No.09/02/CLTRI/E.I/2020

Dated : 25.09.2021

-:NOTIFICATION:-

Applications are invited from the eligible candidates for the post of **Library Clerk (1-post)** under **UR** category by **Direct Recruitment**.

S.No.	Post Name & Pay Scale	No .of Posts	Educational Qualification
1	Library Clerk LEVEL-2 in the PAY MATRIX (₹.19,900-63,200/-)	01 post Reserved for UR.	Passed senior secondary or equivalent from a recognized Board Diploma or certificate course in Library Science from a recognized Institution. Diploma or certificate course in Computer Application from a recognized University or Institution. Desirable: One year experience in a responsible capacity in a Medical Library of standing.

Duties and Responsibilities of library clerk:-

1. To handle all matters relating to procurement of books and journals,
2. Maintenance of stock account, safe custody and issue to users.
3. Rendering Assistance to officers in tracing back references etc.
4. Any other work assigned by the section in-charge and officer in-charge Library Section.

Age: Between 18 to 25 years as on **30.09.2021** (Regarding age relaxation, subject to fulfillment of prescribed conditions in accordance with the Instructions or orders issued by the Government of India from time to time for Direct Recruitment).

The applicants should enclose all the certificates with self-attestation in respect of Educational Qualification, Technical Qualification, Community Certificate, Experience Certificate (the experience rendered in the relevant field a proof of documentary evidence, that the individual was in the Pay Roll or payment particulars / Employees Provident Fund (EPF) Enrolment Number etc., are to be submitted to count the experience to get the benefit) and other relevant proof (related to the post) if any should be enclosed.

Those, who are working in Central or State Government, Autonomous Institutions, Public sector undertaking on permanent / temporary / contract / Ad-hoc basis, should send their application through proper channel along with "No Objection Certificate" (NOC). Serving candidates claiming for Age relaxation as per rule under Central Civil Service rules, relevant proof should be submitted. The last date of receipt of application will be within **45** days from the date of publication of advertisement in Employment News paper/ National Career Service Portal/Dina Thanthi, Tamil Nadu Circle to be published on 25.09.2021 whichever is earlier if, last dated falls on holiday the next working will be consider as closing date.

Filled application with necessary enclosure should be sent to "THE DIRECTOR, CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE, CHENGALPATTU, TAMIL NADU-603 001". Incomplete application, without signature in the application, not enclosing self-attested photo and document copies, false information given in the application and application received after due date will be summarily rejected. Applications sent through Mail / Fax, application without relevant documents and enclosures cannot be considered. Any form of canvassing will not be entertained, if it is so, the candidature of the candidates will be summarily rejected.

The undersigned is having the right to postpone or cancel the notification at anytime without assigning any reason.

DIRECTOR
DIRECTOR

CLT&RI, Govt of India,
Min of Health & FW,
Chengalpattu-603 001 (TN)

CLTRI-Notice Board

Official Website -www.cltri.gov.in/National Career Service portal- thro' HoD(Epid.)

Copy to : F.No.12/02/CLTRI/E.I/2018-VOI-II – for reference

To DEO GACES) for needful action & further appraisals
22/9/2021

100
24/09/2021

(Paste Self
attested
Passport size
photograph)

APPLICATION FOR THE POST OF LIBRARY CLERK

1. Name :
2. Father/Husband Name :
3. Age :
4. Date of Birth :
5. Sex (Male /Female) :
6. Community :
7. Seeking any special category(as per CCS Rule relaxation PwD, Widows, Divorced, Ex-service man, etc) Documentary evidence should be submitted :
8. Nationality / Religion :
9. Address for Communication (Including Phone/Cell No/E-Mail) :

10. Whether Registered in Employment Exchange? : Yes / No
: Registration No _____

11. Educational & Technical Qualification

Sl.No	Exam passed	Govt /Private	Year of Passing	Board//Institute	Percentage of Marks obtained
1.					
2.					
3.					

12. Duration of the course :
13. Whether Regular or Correspondence course :
14. Experience/details of employment in chronological order :

Name and address of the Medical Library (Including Govt/ Private institution)	Name of the post & status (Permanent or temporary)	Period		Scale of Pay of the post	Nature of Work
		From	To		
1.					
2.					

UNDERTAKING

I hereby declare that all the statements made in this application are true and completed to the best of my knowledge & belief. I understand that the department can take action against me in case, I am declared by them to be guilty of furnishing any wrong information or suppressing any facts.

Date :

Place:

Signature of the Candidate

***(To be filled by the parent office / Department)**

Certified that the particulars furnished above by the candidate have been verified from his/ her service records and found to be correct. It is also certified that no vigilance case is either pending or contemplated against him/her. His/ her ACRs (attested copies) are enclosed. Wherever it is applicable.*

Date

Place:

Signature of the Head of Office.