

GOVERNOR'S (HOUSEHOLD) SECRETARIAT
WEST BENGAL
RAJ BHAVAN, KOLKATA
[Tel. 22001641, Fax-22001649, Email-hsecretariat@gmail.com]

No.: 1772M

Date: 04.09.2025

RECRUITMENT NOTICE

Applications are hereby invited for engagement of Library Assistant for the Raj Bhavan Library on purely contractual basis. Details of posts and eligibility criteria for applying to them are as follows:

Name of the Position: **Library Assistant for the Raj Bhavan Library**

Nature of Engagement	Contractual under the Governor's (Household) Secretariat, Raj Bhavan, Kolkata
Minimum Educational Qualification	i) A Second Class Master's Degree in Library Science or equivalent from a recognised University or Institute, Or A Second Class Master's Degree in any subject other than Library Science and a Bachelor's Degree in Library Science or equivalent from a recognised University or Institute, ii) Diploma or Certificate in Basic Computer Application
Consolidated Remuneration	Rs. 17,000/- per month
Desired knowledge	Knowledge in Automation and Digitisation of Library

Important Points:

1. Online Application

Curriculum Vitae (duly signed) along with the Passport size Photograph of the Applicant is to be send through Email (hsecretariat@gmail.com) only in PDF format.

2. Scrutiny and short listing of the candidates

After receiving applications through Email, the candidate will be short listed based on their application.

3. Selection Procedure

The Final Selection will be based on Interview and Screening Test.

4. Application Start Date and Time: **04.09.2025 from 4:00 PM**

Application Closing Date and Time: **10.09.2025 at 4.00 PM**

Document Verification: Short Listed Candidate are requested to come for their document verification on 12.09.2025 from 11:00 AM. All the Short Listed Candidates have to present at the Raj Bhavan before 11:00 AM.

Date of Interview: **15.09.2025 From 11.00 AM**

N.B.: The short listed candidates for interview will be notified via Phone or through email.


Deputy Secretary
to the Govt. of West Bengal
Raj Bhavan, Kolkata

No.: _____/1(2)M

Date: _____

Copy forwarded for information and necessary action to:

- 1) Shri Soumyadeep Dutta, Computer Supervisor for uploading the notice to the Raj Bhavan Website.
- 2) Office Copy.

Deputy Secretary
to the Govt. of West Bengal
Raj Bhavan, Kolkata