

**APPOINTMENT OF CARE TAKER FOR THE MODERN LIBRARY CUM  
KNOWLEDGE CENTRES**

1. The Government of TamilNadu has sanctioned 100 Modern Libraries cum Knowledge Centres in City Municipal Corporations, Municipalities and Town Panchayats for the benefit of public particularly students who are preparing for competitive examinations. The learning centres is established to cater to the need of students who prepared for competitive examinations and it will be useful to the general public for improving the knowledge.
2. The Following Municipality has constructed 3 Modern Libraries cum Knowledge Centre(s) under Kalaingar Nagarpura Mempattu Thittam.
  1. *Chengalpattu.*
  2. *Kundrathur.*
  3. *Tiruvallur.*
3. *The Regional director of Municipal Administration, Chengalpattu Region* invites application from the eligible candidates for the post of CARE TAKER to work on contract basis for a period of one year to take care the Modern Library cum Knowledge centres constructed in
  1. Old GST Road Anumanthputhery  
( Govt. Girls Higher Secondary School Campus ) – Chengalpattu
  2. Ward No.30, Natham Area Survey No.757. – Kundrathur
  3. Ward No.14, Jain Nagar – Tiruvallur

**Name of the Post:****1. CARE TAKER**

The details of qualifications, experience and monthly salary for each post are given below:

Sl. No.	Name of post	No. of post	Qualification & experience	Mode of selection
1	Care taker	3 Nos	A Pass in the SSLC or Matriculation or its equivalent and a Certificate in Library and Information Science (CLIS) or its equivalent approved by the State Government. Preference will be given to experienced person.	Contract basis

**Age** – Minimum 21 Years and Maximum 65 Years.

**Nature of Appointment**

Temporary & Contract basis

**Mode of Selection:**

Written Test (if the candidates are more than 5) followed by Interview.

Preference will be given to experienced person.

**Salary**

Care taker	Rs.20,000/-
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- The selected candidates will be appointed for a period of one year
- The extension of contract period depends upon the continuance of the post by the *Regional director of Municipal Administration, Chengalpattu Region* and based on the performance of the incumbent of the post.
- If the person who appointed as Care takers shall give one month notice if he/she wants to resign the post for any reason.

- If the *Regional director of Municipal Administration, Chengalpattu Region* feels that his / her service is no longer required(*based on the performance report submitted by respective ULB*), he/she will be terminated / relieved without furnishing any reason, by giving a month's notice.
- The Care taker is eligible for a day's Casual Leave in a month.

**Last date of receipt of application is 17.11.2023**

Eligible & willing candidates are requested to send the application in the format attached herewith before 5.00 PM on **17.11.2023** to the following address:

**REGIONAL DIRECTOR OF MUNICIPAL ADMINISTRATION,  
CHENGALPATTU REGION**

**Address:** Office of the Regional Director of  
Municipal Administration,  
Chengalpattu Region.  
2<sup>nd</sup> Floor , Jeeva Complex,  
No. 1. G.S.T Road, Tambaram, Chennai – 45.

Phone Number: 044-22419022

**Website:** <https://tnurbantree.tn.gov.in>

## **TERMS AND CONDITIONS FOR THE POST OF CARETAKER FOR THE MODERN LIBRARY CUM KNOWLEDGE CENTRE**

1. The appointment is temporary and the appointment of Caretaker on contract basis is for a period of one year from the date of joining.
2. He/She shall be paid Rs.20000/- (Rupees Twenty Thousand only) per month as consolidated salary.
3. The following are the duties and responsibilities of Care Taker.
  - a. To work in accordance with the Standard Operating Procedures (SOP) issued by the Corporation / Municipality / Town Panchayat.
  - b. To serve students and other users of the library in getting their required library material and information.
  - c. To follow the availability timings in the Library cum Knowledge Centre and monitor the timings.
  - d. To issue the library cards to the students and public and at the time of admission conduct orientation for use of infrastructural facilities available in the Centre
  - e. To update the Library database as and when the new books are purchased and assign appropriate accession numbers to the books.
  - f. To monitor discipline in the library premises and maintain the footfall.
  - g. To monitor the usage of computers of the library.
  - h. To create an online database for easy access to members and staff
  - i. To catalog new inventory and update the database accordingly
  - j. To carry out stock verification and loss of books periodically and to report to higher authorities.
  - k. To budget and submit the reports to the higher authorities
  - l. To organize collection and acquisition of new library material.
  - m. To write off and weed out the old books, journals, magazines, newspapers after following standard procedures

- n. To serve the users information about online facilities.
  - o. To be polite with students while speaking to them and cooperate with the authorities with the dignity of the profession;
  - p. To perform any such duties when allotted by the higher authorities
  - q. To coordinate with Skill Development Corporation in conducting offline/ online courses with subsidized rate.
  - r. To coordinate with District Collector and District Library Officer in organizing any training programmes conducted by the Director of Employment & Training, Naan Mudhalvan etc.,
4. He / She should attend other works entrusted by the Municipal Commissioner.
5. He / She will be eligible for day's casual leave in a month.
6. He /She will give one month's time if she wants to resign the post for any reason. If the Municipal Commissioner, feels that his service is no longer required the same will be terminated without assigning any reason by giving a month's notice.

**REGIONAL DIRECTOR OF MUNICIPAL ADMINISTRATION,**  
**CHENGALPATTU REGION,**

**Application for the post of CARE TAKER'**

Name of the Post:	Photo
1. Name of the Applicant	
2. Name of Father	
3. Date of Birth	
4. Present Address (for Communication purpose)	
5. Permanent Address	
6. Phone No (withSTDCode)	
Mobile Number	
email ID	
7. Educational Qualification (with most recent Degree first) (Please enclose self attested photocopies)	

S. No	Qualification	Year of Passing	Subjects	Grade	Name of the Institution /University

8.	Additional /other qualifications if any (Please enclose self attested copies )				
S. No	Qualification	Year of Passing	Grade	% of marks obtained	Name of the Institution

9.	<b>Experience details</b> (Please enclose self attested photo copies)						
S. No	Name of the Government Office/ Organization/ ULB	Designation	Period		Total No.of years		Nature of works attend ed
			From	To	Years	Month	

10.List of Enclosures (only photo copies with self attestation)		
Details		Page No.

There by declare that the information furnished above are correct.

Date:

Signature:

Place:

Name:

