

<p>भारत सरकार वित्त मन्त्रालय, राजस्व विभाग केन्द्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड केन्द्रीय राजस्व नियन्त्रण प्रयोगशाला हिल साइड रोड, पूसा, नई दिल्ली - 110012</p>		<p>Government of India Ministry of Finance, Department of Revenue Central Board of Indirect Taxes & Customs Central Revenues Control Laboratory Hillside Road, Pusa, New Delhi - 110012 Tel.: 011-21520131/25843494; Fax: 011-25843495; Email: dir.crcl-cbec@nic.in Website: http://crcl.gov.in</p>
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F. No. 17-CRCL/LIBRARY-C/2025-26

Dated: 16.03.2026

NOTICE

Subject:- Engagement of Library Consultant on short term contract basis in the office of Central Revenues Control Laboratory, Hillside Road, Pusa, New Delhi.

The Central Revenues Control Laboratory, Hillside Road, Pusa, New Delhi invites applications from experienced in the field of Library Management for engagement as Library Consultant initially for the period of three year in the office of Central Revenues Control Laboratory, Pusa, New Delhi as under:

Sr. No.	Level Engagement	Vacancies	Age Limit (as on last date of application)	Fixed Remuneration Per Month
1.	Library Consultant	01	28 to 40 years	Rs. 40,000/-

2. The details including eligibility criteria, terms and conditions etc. of the above engagement are available on the website of CRCL i.e. www.crcl.gov.in.

3. Interested candidates, who fulfil the eligibility criteria, may submit their application in the prescribed proforma in sealed envelope super-scribed "Application for engagement as Library Consultant in CRCL, Pusa, New Delhi" which should reach this office latest within 10 days of the notice.

4. This issues with the approval of the Director (RLs).



(R. P. Meena)

Chemical Examiner Gr.I

Copy to: -

- Website of CRCL, New Delhi. (<http://www.crcl.gov.in>)
- Notice Board, CRCL, New Delhi.
- Notice Board, PAO Hqrs., New Delhi

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F. No. 17-CRCL/Library-C/2026-27

Dated: 16.03.2026

Invitation for Expression of Interest (EOI) for Engagement of Library Consultant in CRCL, New Delhi.

The Central Revenues Control Laboratory (CRCL), New Delhi, along with 11 other Revenue Laboratories under CBIC, supports Customs and GST field formations in the accurate assessment of duties and enforcement of indirect tax laws. These laboratories carry out chemical analysis of samples of import, export, and manufactured goods, and provide technical advice on classification and other related issues. Out of the 12 (Twelve) Revenue Laboratories, 07 (seven) are also notified for testing of NDPS samples. Additionally, CRCL oversees two laboratories at the Government Opium and Alkaloid Works (GOAW) in Ghazipur and Neemuch.

CRCL regularly conducts short-term and long-term international training programmes (under aegis of WCO and ITEC, MEA), with participation from multiple countries, wherein the Library functions as a critical academic and technical resource for trainees. Additionally, CRCL is proposed to host international technical meetings and training programmes, including the WCO-RCL Heads' Meeting and capacity-building activities involving Member Countries of BRICS, which necessitate access to well-organized, up-to-date, and globally relevant scientific and regulatory reference material.

Moreover, in view of CRCL's NABL accreditation, FSSAI recognition, EPA recognition/reconfiguration, and its designation as a WCO-Regional Customs Laboratory (WCO-RCL), the Library is required to maintain robust, standardized, traceable, and current scientific and technical information systems in conformity with national and international compliance, audit, and capacity-building requirements.

Expressions of interest are invited from the individuals (Indian Citizens) having extensive experience/expertise in the field of Government Office (including handling online library documentation portal with all Govt. portals such as, <https://egranthalaya.nic.in/> (Library, e-office, and other) with at least 08 years' experience in procurement of scientific / technical literature and standards, laboratory manuals, and research publications .

The detailed proforma Annexure 'A' giving broad scope of work, eligibility and qualification requirements can be downloaded from [www. http://www.crcl.gov.in/](http://www.crcl.gov.in/)

Consultants shall be paid a fixed monthly remuneration of Rs. 40,000/- (*Rupee Forty Thousand Only*). The other terms & conditions of employment are at Annexure 'B'.

Notes:-

1. Duration of consultancy assignment will initially be for a period of three (03) year and thereafter such further extensions (upto a total maximum period of three years), as may be considered necessary in the absolute discretion of the Competent Authority, may be granted on same terms and conditions.
2. Respondent should be in good health and should be able to undertake out of town journeys, whenever required. A certificate from Hospital confirming the health status of the applicant should be attached.
3. The responses/offers received shall be evaluated on the basis of experience & qualification of the respondent. The criteria and method of evaluation of offers received is indicated in Annexure 'B'. Supporting documents may be called for verification at the stage of evaluation.

ELIGIBILITY CRITERIA

Sr. No.	Broad scope of work involved	Preferred qualification/experience for the Library consultant
1.	<ul style="list-style-type: none"> • Overall management and modernization of the library • Cataloguing, classification, and indexing of books, journals, standards, and reference materials • Development and maintenance of digital library / e-library systems • Maintenance of accession registers, stock verification, and library records • Assisting officers in reference and documentation work • Procurement of books, journals, standards, and e-resources <p>In addition, the Library consultant shall also handle:</p> <ul style="list-style-type: none"> • Drafting of official letters, communications, and reports • Noting and drafting on files related to library matters • Preparation of statements, records, and documentation • Processing and verification of library-related bills, invoices, and purchase documents • Maintenance of expenditure records • Coordination with concerned sections • Record management and documentation control • Any other work assigned by the competent authority 	<ul style="list-style-type: none"> • Graduate in any Stream from any recognised Board/University. • Bachelor's Degree in Library Science (B.LiSc) from a recognized University/Institution. • Minimum 8 years' experience in Library Management in Government Departments/ Autonomous Bodies/ Universities / Research Institutions / R&D / Chemical Testing Laboratory • Diploma in Computer application from a recognized University/Institution. <p>Desirable:</p> <ul style="list-style-type: none"> • Master's Degree in Library Science (M.LiSc) from a recognized University/Institution • Experience in R&D institutions, Testing Laboratories, or Customs/Revenue Laboratories • Experience in handling scientific and technical literature, standards, laboratory manuals, and research publications and other assorted documents. • Knowledge of library automation and digital library systems

Terms & Conditions of Engagement

1. Period of engagement

The Consultants (Library) shall be engaged initially for a period of one (01) year. Thereafter, such further extensions of one (01) year at a time, as may be considered necessary in the absolute discretion Competent Authority, may be granted on same terms and conditions, subject to a total period of engagement of 03 years. The period of engagement, including extended period if any, may be curtailed at any time without assigning any reason whatsoever.

2. Selection Procedure

The applications, that are complete in all respect, shall be evaluated by and Evaluation Committee keeping in view following criteria. The applications that are incomplete or are received after due date are liable to be reject.

Evaluation

- a) Applications will be evaluated on a scale of 100. 60, 20, & 20 marks shall be assigned to Higher Experience, Qualification & Project executed, respectively.
- b) 60 marks shall be assigned to the candidates satisfying the minimum eligibility criteria. To illustrate, a candidate possessing minimum qualification of Master in Library Science & 5 years' experience in and having executed 3 similar works in past 8 years shall be assigned 20 marks.
- c) 20 marks each shall be assigned to the Candidates possessing higher experience or having executed more projects that minimum prescribed shall be assigned higher marks. For this purpose, that Evaluation Committee shall follow intelligible and objective criteria.
- d) Minimum qualifying marks are 60 out of 100.
- e) The Director, CRCL reserves the right to call the candidates, if considered necessary, along with original documents for verification.
- f) The candidates obtaining highest Total Marks shall be considered the best Offer.

>> CRCL, Pusa reserves the right to reject any application without mentioning any reason.

3. Remuneration

A fixed remuneration of Rs. 40,000/- (Rupee Forty Thousand Only) shall be paid on monthly basis subject to satisfactory performance. No request for increase in remuneration shall be entertained. However, in case of the good performance or performance found to be high calibre to the satisfaction of the competent authority, a maximum increment amount not exceeding equivalent to Dearness Allowance (D.A.) per annum in the Central Government may be granted by the competent authority on yearly basis i.e. if the extension in tenure is granted by the competent authority.

4. Leave

The Consultant would not be entitled to any kind of regular leave. However, they would be entitled to leave of 08 days per year to calculated on pro-rate basis. If called on holiday or beyond normal working hours, no extra remuneration will be paid. However, for attending office on Saturdays/Sundays/Other Gazetted holidays; compensatory leave may be

granted. Also, un-availed leave in a calendar year cannot be carried forward to next calendar year.

5. **TA/DA**

No TA/DA is admissible for joining the assignment or on its completion. However, Consultant shall be allowed TA/DA for their travel inside the country in connection with the official work of CRCL, Pusa, New Delhi, during of the period of appointment, as per normal rules applicable to any serving Officer of an equivalent rank in CRCL.

6. **Office time and working hours**

Engagement of Consultant would be on full time basis. Working hours shall be from 09:30 am to 06:00 pm during working days including half an hour lunch break in between. She/He will not be allowed to take any other assignment during the period of contractual engagement. The Consultants may be called on Saturday/Sunday/other Gazetted holidays, if required.

7. *Applicant should be in good health. A certificate from Govt. Hospital confirming the health status of the applicant should be attached.*

8. Application with detailed CV and documents in support of the claim made therein should be attached.

9. All correspondence between CRCL, New Delhi (or by any other office / vendor / entity at the instance of CRCL) and the Consultant shall be privileged. Consultants shall also be required to maintain absolute confidentiality in respect of all material / information / data that may come to his knowledge in the course of his engagement. Any breach of confidentiality / disclosure of privileged information to third parties shall lead to cancellation / curtailment of assignment, besides any other action, including legal action that the Directorate may take in its discretion.

10. Consultants shall at all times ensure that there is no Conflict of Interest of this assignment with any other affairs of his. Towards this end, he will not be permitted to take up any assignment whatsoever with any private entity.

11. CRCL, Pusa, New Delhi shall not be responsible for any loss, damage, injury suffered by the Consultant what so-ever arising in or out of the execution of his work including travel.

12. The Consultant shall not indulge in or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters.

13. The post is based in New Delhi. The Consultant shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS and Medical Reimbursement etc.

14. CRCL, would be free to terminate the services in case of absence of a Consultant by more than 15 days including the leave admissible in a calendar year without compelling reasons.

15. CRCL, shall not be liable for any loss, damage, theft, burglary or robbery of any personal belonging/equipment or vehicles of the Consultant.

16. The Consultant shall not claim any benefit/compensation/absorption/regularization of service with this office under the provisions of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 or any other law for the time being in force.

17. If any declaration given or information furnished by the candidate proves to be false or if the candidates is found to have wilfully suppressed any material information, he/she will be liable for termination in addition to any administrative and/or legal action as Government may deem fit.

18. Guidelines for the submission of the application

The duly completed application in prescribed proforma should be submitted so as to reach this office within 10 days of publication of this notice in the official website www.crcl.gov.in Any application received after the specified date will not be entertained.

19. The CRCL, New Delhi can terminate the service/contract of the consultant any time giving one month's notice without assigning any reason.

20. "No Work No Pay" will be applicable during the contract period if the consultant avails more than the leaves prescribed in the contract.

Application for Engagement as Library Consultant in CRCL, New Delhi

Name in Full (Block Letter)				
Date of Birth				
Father's/ Husband's Name				
Nationality				
Address (Permanent)				
Email/Mobile No.				
PAN and Aadhar No. (Enclose Xerox Copy of each)				
Educational qualifications				
Languages Known				
Brief particulars of experience				
Total years of experience				
Detailed role and responsibility				
Experience details	Name of the Organisation/ Department	Project Details	From	To
Number of years of relevant experience				

Note: Self attested documents in support of the claim made hereinabove should be attached.

I hereby declare that I am in good health and would be able to perform my duty as Consultant (Library). A copy of Certificate No. _____ dated _____ obtain from _____ (Name & Address of the Govt. Hospital) to this effect is attached.

I, unconditionally accept all terms and conditions of engagement as brought out in Annexure-B for the request for engagement.

I hereby declare that whatever is stated hereinabove is true and correct and nothing has been hidden or concealed.

(Signature of the candidate)

Place:
Dated