

No. A- 12025/1/2020- Admin (6512)  
Government of India  
Ministry of Personnel, PG & Pensions  
Department of Administrative Reforms and Public Grievances

5<sup>th</sup> Floor, Sardar Patel Bhavan  
Sansad Marg, New Delhi – 1  
Dated: February, 2020

Subject:- Filling up the post of Assistant Library and Information Officer in the Department of Administrative Reforms and Public Grievances on deputation /absorption basis failing which by direct recruitment basis.

It is proposed to fill up one post of Assistant Library and Information Officer in the pay Band-2, Rs.9300-34800 plus Grade pay Rs.4600/- in level 7 (as per 7<sup>th</sup> CPC) in the Department of Administrative Reforms and Public Grievances on deputation/absorption basis failing which by direct recruitment basis as per the conditions laid down in Annex-I. The pay of the officers selected will be regulated in accordance with the Department of Personnel & Training OM No.6/8/2009-Estt. (Pay II) dated 17.06.2010 as amended from time to time.

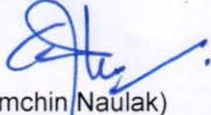
2. It is requested that the application in duplicate of eligible and willing officers whose services can be spared immediately on selection may be forwarded to the undersigned, in the prescribed proforma at Annexure-II (enclosed), to this Department within 60 days from the issue of this letter or from the date of advertisement of vacancy in the Employment News, whichever is later, along with the following documents:-

- (i) Copies of last five years Confidential Reports Dossier, each page duly attested by an officer not below the rank of Under Secretary,
- (ii) Cadre clearance certificate
- (iii) Minor/major penalties certificate of last ten years
- (iv) Vigilance clearance certificate
- (v) Integrity certificate

3. The maximum age limit for appointment by deputation/absorption shall be not exceeding 56 years as on the closing date receipt of applications (age limit for direct recruits-not exceeding 30 years) and the candidates will not be allowed to withdraw their names later. Incomplete applications or application received after closing date will not be entertained.

4. It is requested that all Ministries/Departments of Government of India, States and Union Territories may give this circular a wide publicity and may bring it to the notice of their subordinate/Attached Offices. It may be circulated immediately so that the applications get sufficient time to get their application forwarded.

Encl: as above

  
(Khamchin Naulak)  
Under Secretary to Government of India  
Tele: 23401453

To

All Ministries/Departments of Government of India, States and Union Territories

**Statement showing the terms and conditions governing deputation to the post of Assistant Library and Information Officer in the Department of Administrative Reforms and Public Grievances on Deputation/absorption basis failing which by direct recruitment basis**

1.	Post and Pay Scale	One post Assistant Library and Information Officer {General Central Service Group 'B' – (Gazetted) Non Ministerial} in the Pay Band-2, Rs 9300-34800 plus Grade Pay Rs.4600/- (Pre-revised) in Level 7 (as per 7 <sup>th</sup> CPC) in the Department of Administrative Reforms & Public Grievances
2.	Eligibility Conditions	Officers under the Central or States Governments or Union Territories
		i) Holding analogous post on regular basis in the parent cadre or department; or ii) With five years' service in the grade rendered after appointment thereto on regular basis in Posts in the Pay Band-2 Rs 9300-34800/- plus Grade Pay of Rs 4200/- (Pre-Revised) in Level 6 (as per 7 <sup>th</sup> CPC) or equivalent in the parent cadre or department.
3.	Qualification	Possessing the following educational qualifications and experience: - <i>Essential:-</i> i) Bachelor's Degree in Library Science or Library and Information Science from a recognized University or Institute; and ii) Two years' professional experience in a Library under Central or State Government or Autonomous or Statutory Organisation or Public Sector Undertaking or University or Recognised Research or Educational Institute  <i>Desirable:</i> i) Master's Degree in Library Science or Library and Information Science from a recognized University or Institute. ii) Diploma in Computer Applications from a recognized University or Institute
4.	Age	i) On deputation, not exceeding fifty six years on the closing date of receipt of application. ii) On Direct Recruit, age should not be exceeded 30 years (Relaxable for Government Servants upto the age of forty years in the case of general candidates and upto forty-five-years in case of candidates belonging to Schedule caste or the Schedule Tribes in accordance with instructions or orders issued by Central Government from time to time)
5.	Period of Deputation	Three years

**BIO – DATA**

Post applied for \_\_\_\_\_

1.	Name & Address in Block Letters				
2.	Date of birth (in Christian era)				
3.	Date of retirement under Central/State Government Rules				
4.	Educational Qualification				
5.	Whether educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)				
		Qualifications/Experience required		Qualifications/experience possessed by the officer	
	Essential	1)		1)	
		2)		2)	
		3)		3)	
	Desirable	1)		1)	
		2)		2)	
		3)		3)	
6.	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post				
7.	Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient				
	Office/ Instt./ Orgn	Post held	From	To	Scale of Pay & Basic Pay
					Nature of duties
8.	Nature of Present employment, i.e. ad-hoc or temporary or quasi-permanent or permanent				
9.	In case the present employment is on deputation//absorption basis, please state d) The date of initial appointment e) Period of appointment on deputation//absorption f) Name of the parent office/ organization to which you belong				
10.	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the space is not sufficient.				
11.	Whether belongs to SC/ST				
12.	Date of return from the last ex-cadre post				
13.	Remarks				

Date:

Signature the candidate

Official address \_\_\_\_\_

Telephone No. \_\_\_\_\_

**CERTIFICATE**

**(To BE FURNISHED BY THE EMPLOYER)**

Office \_\_\_\_\_

1. Certified that the particulars given by Shri/Smt./Kum. \_\_\_\_\_ have been verified from his/her service record and found correct.
2. Certified that Shri/Smt./Kum. \_\_\_\_\_ has rendered \_\_\_\_\_ years of service in the post of \_\_\_\_\_ in the pay scale of Rs. \_\_\_\_\_ or equivalent/grade/post \_\_\_\_\_.
3. No vigilance case is either pending or contemplated against him/her.

Place:

Signature of the forwarding authority

Date:

SEAL:

Tel-