

VACANCY CIRCULAR

Subject: Filling up of one vacant post of Library and Information Officer in NITI Aayog by Composite Method [Deputation (including short-term contract) or promotion] – regarding.

It is proposed to fill up one vacant post of Library and Information Officer in Level-11 (Rs.67,700-2,08,700) of the Pay Matrix by Composite Method [Deputation (including short-term contract) or promotion] from amongst the officers of Central Government or State Governments or Union territories Administration or Statutory Organisation or Autonomous Organisation or Public Sector Undertaking or recognized University or recognized research Institution:

(a) (i) holding analogous posts on a regular basis; or
(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in level 10 of the pay matrix or equivalent in the parent cadre or Department; or
(iii) with seven years' service in the grade rendered after appointment thereto on a regular basis in level 9 of the pay matrix or equivalent in the parent cadre or Department; or
(iv) with eight years' in the grade rendered after appointment thereto on a regular basis in level 8 of the pay matrix or equivalent in the parent cadre or Department; or
(v) with nine years' service in the grade rendered after appointment thereto on a regular basis in level 7 of the pay matrix or equivalent in the parent cadre or Department; and

(b) possessing the following educational qualifications and experience:

A. Essential:

(A) Qualifications: Master Degree in Library Science or Library and Information Science from a recognised University or Institute.
(B) Experience: Five years' professional experience in a library under the Central Government or State Government or Union territory Administration or Autonomous or Statutory organisation or Public Sector Undertaking or University or Recognised Research or Educational Institution.

B. Desirable:

(A) Qualifications: Diploma in Computer Application from a recognised University or Institute.
(B) Experience: One year experience of computerising library activities in a library under Central Government or State Government or Autonomous or Statutory organisation or Public Sector Undertaking or University or Recognised Research or Educational Institution.

Note 1.- The departmental Assistant Library and Information Officer in level-7 (Rs. 44,900 – 1,42,400/-) in the pay matrix with nine years' regular service rendered after appointment thereto in the grade possessing at least Bachelor Degree in Library Science or Library and Information Science from a recognised University or Institute and successfully completed in-house training of two to four weeks in the field of Library and Library Science will also be considered along with outsiders, and if the departmental candidate is selected for appointment to the post, it shall be treated as having been filled by promotion, otherwise, the

post is to be filled by deputation (including short-term contract) for a prescribed period at the end of which the departmental officer will again be afforded the opportunity to be considered for appointment to the post.

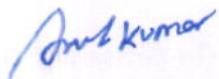
Note 2.- The period of deputation (including short term contract) including the period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed four years.

Note 3.- The maximum age limit for appointment by deputation (including short-term contract) shall not exceed fifty-six years' as on the closing date of receipt of applications.

2. It is requested to forward the applications of interested & eligible officers in the enclosed pro forma through proper channel so as to reach the undersigned within 60 days' from the date of publication of this advertisement in employment news. While forwarding the applications, it may please be ensured that the particulars of the candidates are verified. The applications must be forwarded along with the following documents:

- (i) Proof of educational qualifications and experience (self-attested);
- (ii) Original/attested photocopies of the APARs for the last 5 years;
- (iii) Vigilance clearance certificate;
- (iv) Integrity Certificate;
- (v) No Major/Minor penalty certificate for last 10 years.

3. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. Applications received without aforesaid documents or after prescribed date, shall be rejected.



(Arvind Kumar)
Under Secretary to the Government of India

Encl.: Application pro-forma.

BIO-DATA/CURRICULUM VITAE PROFORMA
(LIBRARY & INFORMATION OFFICER)

1	Name and address (In Block letters)	
2	Date of Birth (in Christian era)	
3	i) Date of entry into service ii) Date of retirement under Central/ State Govt. Rules	
4	Educational qualifications	
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).	
	Qualification/ experience required as mentioned in the advertisement/ vacancy circular	Qualification/Experience possessed by the Officer
	Essential	Essential
	A) Qualification	A) Qualification
	B) Experience	B) Experience
	Desirable	Desirable
	A) Qualification	A) Qualification
	B) Experience	B) Experience
6	Please state clearly whether in the light of entries made by you above, you meet the requirement 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./ Organisation	Post held	From	To	Level in pay Matrix/Level of the post held on regular basis	Nature of duties/experience (in detail)

8	Nature of present employment i.e. Ad-hoc or temporary or permanent				
9	In case the present employment is held on Deputation/ contract basis, please state:				
	a) The date of initial appointment	b) Period of appointment of deputation/Contract	c) Name of the parent office /organization to which you belong	d) Name of the post and pay of the post held in substantive capacity in the parent organization	
10	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.				

11	<p>Additional details about present employment : Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Govt. b) State Governments c) Union Territories Administration d) Public Sector Undertakings e) Recognized research Institutions f) Recognised Universities or Autonomous or Statutory Organizations</p>	
12	Are you in the revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	
13	<p>Total emoluments per month now drawn</p> <p>.....</p>	<p>Pay in the Cell</p> <p>Level of Pay Matrix</p> <p>Total Emoluments</p>

14	In case the applicant belongs to an organization which is not following the Central government pay-scales, the latest salary slip issued by the organization showing the following details may be enclosed.	
	Basic pay with scale of pay and rate of increment	Dearness pay / interim relief / other allowances etc. (with break-up details)
15	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, duly authenticated by applicant signature, if the space is insufficient.	
16	Whether belongs to SC/ST	
17	Remarks (if any)	

I have carefully gone through the vacancy circular / advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of essential qualification / work experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Signature of the Applicant

Name _____
Address _____

Tel. No. _____

Date _____

FOR THE USE OF THE PRESENT EMPLOYER OF THE APPLICANT

Office/Ministry/Department.....

F.No.....

Date.....

1.	Whether the officer meets eligibility requirement as on the closing date of application	Yes/No
2.(a)	Whether any vigilance case is pending or contemplated against the officer	Yes/No
(b)	Whether any Major/Minor penalty has been imposed on the proposed officer during last ten years	Yes/No
(c)	Whether cadre clearance for the officer by the competent authority has been granted	Yes/No
(d)	Whether integrity certificate enclosed	Yes/No
3.	Whether original APAR for the last 5 years/clean photocopy of APAR Dossier attested on each page by an officer of the level of not lower than that of Under Secretary to the Govt. of India, is enclosed	Yes/No

CERTIFICATE TO BE PROVIDED BY THE EMPLOYER OF THE APPLICANT

1. The applicant, if selected, will be relieved immediately.
2. The applicant will not be allowed to withdraw this application subsequently.
3. Certified that the particulars furnished by the applicant have been checked from available records and found correct.
4. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
5. Integrity of the officer is certified as 'Beyond Doubt'.
6. No vigilance case is pending / contemplated against the Officer.
7. It is certified that no penalty has been imposed on the officer during the last 10 years (alternatively, penalty statement during the last 10 years may be enclosed).
8. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed. Photocopies of ACRs/APARs have been attested on each page by an Officer not below the rank of Under Secretary or equivalent.

Signature.....

Name, Designation & Tele No. of the forwarding officer

Date:

Place:

(Office Stamp)