

No. A-12018/1/2009-Admn.I(Vol.II)

भारत सरकार
शहरी विकास मंत्रालय
(प्रशासन-1 अनुभाग)

Government of India
Ministry of Urban Development
(Administration-I Section)

Room No.209, 'C' - Wing,
Nirman Bhawan, New Delhi
Dated: 28 October 2014

OFFICE MEMORANDUM

Sub: Filling up of the post of Assistant Library and Information Officer in the Secretariat of the Ministry -
reg.

The undersigned is directed to say that, one post of Assistant Library & Information Officer in PB-2 (Pay Band Rs.9,300 - 34,800) and Grade Pay of Rs.4,600/- in Ministry of Urban Development is required to be filled up on deputation basis w.e.f. 01.03.2015.

2. The eligibility criteria alongwith other details of the post are given at Annexure-I. The period of deputation will be initially for a period of three years, which can be further extended as per Govt. of India instructions on this subject. The person selected will be entitled to draw pay in accordance with the DOP&T's OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.

3. Applications (in duplicate) of the eligible & willing officers, in the prescribed format at Annexure-II may be forwarded through proper channel, to the undersigned at the above mentioned address, on or before 31.12.2014 till 5.30 P.M. The application should also be accompanied by photocopies of APARs/ACRs for the last five years duty attested by an officer not below the rank of Under Secretary or equivalent. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct and no vigilance or disciplinary case is either pending or being contemplated against the applicant. The integrity of the officer may also be certified and it may also be confirmed that no major/ minor penalties have been imposed on him/her during the last 10 years of service.

4. Applications received after the last date or without the above mentioned documents or otherwise found incomplete will not be entertained and no correspondence will be made or entertained in this regard.

5. Officers who volunteer for the post will not be permitted to withdraw their names later on. Only such applications, which are accompanied by requisite personal data, as per Annexure-II and are received through proper channel, will be entertained.

Encls. As above.

Jitender Kumar

(Jitender Kumar)
Under Secretary to Govt. of India
Ph:23061426
FAX:23061379

To,

1. All Ministries/Departments of the Central Government with the request that wide publicity may be given to the vacancy circular in their Ministry/ Department and in their attached/subordinate offices.
2. All Attached/Subordinate Offices of Ministries of Urban Development & HUPA.
3. All Sections/Divisions/Desks/Units in the Secretariat of Ministries of Urban Development & HUPA.
4. NIC Cell for uploading the circular on the website of the Ministry.
5. Website of DoP&T.

ANNEXURE-I

1.	Name of the Post	Assistant Library and Information Officer [General Central Services, Group 'B' Gazetted, Non-Ministerial]
2.	No. of Post	01 (one)
3.	Scale of Pay	Pay Band-2 (Rs.9,300 - 34,800) + Grade Pay of Rs.4,600/-
4.	Method of Recruitment	Deputation
5.	Eligibility	Officers under Central Government: (a) (i) Holding analogous posts on regular basis in the parent cadre/ department; or (ii) Five years' service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band-2 (Rs.9,300 - 34,800) + Grade Pay of Rs. Rs.4,200/- or equivalent in the parent cadre/ department; and (b) Possessing following educational qualifications and experience:- (i) Masters degree in Library Science/ Information Science/ Documentation Science from a recognized University/ Institute. (ii) Two years professional experience on computerization of library; OR Diploma in Computer Application from a recognized University or Institute.
6.	Age	The maximum age limit for appointment by deputation shall be 'not exceeding 56 years' as on the closing date of the receipt of applications.

NOTE: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ Department of the Central Government shall ordinarily not exceed three years.

CURRICULUM VITAE PROFORMA

1. Name of the Candidate :
(in Block Letters)
2. Address in Block Letters :
Including Contact Number
3. Date of Birth (in Christian era) :
4. Date of Retirement :
5. Educational Qualifications and Experience :

S.No.	Qualifications/ Experience required	Qualifications/ Experience possessed by the Candidate
(1)	Masters degree in Library Science/ Information Science/ Documentation Science from a recognized University/ Institute.	
(2)	Two years professional experience on computerization of library; OR Diploma in Computer Application from a recognized University or Institute.	

6. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

S.No.	Office/ Institution/ Organization	Post held	From	To	Pay Scale + GP	Nature of duties
1.						
2.						
3.						

7. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post : **YES/ NO**
8. Nature of present employment (Adhoc/ Temporary/ Permanent) :
9. Please state whether presently working under Central Govt./ State Govt./ Public Sector Undertaking/ Autonomous Bodies/ Universities/ Others :
10. In case the present employment is held on deputation, please state
 - (i) Date of initial appointment :
 - (ii) Period of appointment on Deputation :
 - (iii) Name of the parent organization/ Office to which you belong :

- 11. Whether SC/ ST/ OBC
- 12. Additional information, if any, which you would like to mention in support of your suitability for the post.(Enclose separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Dated:

Signature of candidate _____
 Name of the candidate _____
 Address of the candidate _____
 Mobile No. _____

Countersigned
[Employer with Seal]

CERTIFICATE

(To be furnished by the Employer/ Head of Office/Forwarding Authority)

Certified that the particulars furnished by _____ are correct and he/she possesses educational qualifications and experience mentioned in the circular.

Also certified that:

- (i) There is no vigilance case pending/ contemplated against him/ her.
- (ii) His complete ACR dossier/ ACRs or APARs for the last 5 years duly attested (on each page) by an officer of the rank of Under Secretary or equivalent; to the Government of India are enclosed.
- (iii) His/ her integrity is beyond doubt.
- (iv) No major/ minor penalties have been imposed on him/her during the last 10 years/ list of major/minor penalties imposed on him/her during the last 10 years is enclosed. *(Strike out whichever is not applicable)*

Signature of Head of Office/ Deptt.

With seal

Place:

Date: