

No. A-12011/05/2011-AR(AD-I)  
Government of India  
Department of Administrative Reforms and PG

5<sup>th</sup> Floor Sardar patel Bhawan, Sansad Marg,  
New Delhi, dated: 19/12/2012

**OFFICE MEMORANDUM**

Subject: Appointment of Assistant Library and information Officer on deputation/absorption basis in the Department of Administrative Reforms and Public Grievances.

The undersigned is directed to say that it is proposed to fill up one post of Assistant Library and information Officer in the Department of Administrative Reforms and Public Grievances in the General Central Service Group 'B' Gazetted Non-Ministerial in the Pay Band-2 Rs.9300-34800 plus Grade Pay of Rs. 4600/- on deputation/absorption basis failing which by direct recruitment basis.

2. The eligibility criteria and other terms and conditions for appointment are mentioned in Annexure-I. The candidate selected for appointment will be entitled for pay and allowances in accordance with the Department of Personnel and Training's O.M. No. 2/29/91-Estt.(pay-II) dated 5<sup>th</sup> January, 1994 and O.M. No. 2/8/97-Estt. (Pay.II) dated 11<sup>th</sup> March, 1998 as amended from time to time.

3. 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 (Annexure-2) 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) Duly attested cadre clearance certificate,
- (iii) Duly attested minor/major penalties certificate of last ten years,
- (iv) Duly attested vigilance clearance certificate,
- (v) Duly attested integrity certificate

4. The maximum age limit for appointment by deputation/absorption shall be not exceeding 56 years as on the closing date of 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.



**(B.K. Singh)**

Under Secretary to the Government of India

Tel: 23401453

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To

1. All Ministries/Departments of Govt of India with request to give vide publicity/circulation.
2. Controller General of Accounts, Room No. 726 Lok Nayak Bhawan, New Delhi-110003.
3. Controller General of Defence Accounts, West Block-1 R.k. Puram New Delhi-110066.
4. Railway Board (Finance Directorate), Rail Bhawan, New Delhi.
5. NIC for uploading on the website of this Department.

**ANNEXURE I**

Name of post : Assistant Library and Information Officer

Number of posts 01

Classification : General Central Service Group 'B' (Gazetted) Non Ministerial

Scale of pay PB 2 Rs.9300-34800 GP Rs.4600/-

Method of recruitment :by deputation/absorption failing which by direct recruitment

Eligibility:

Officers under the Central Government:

(i) holding analogous post on regular basis in the parent cadre / department ;or

(ii) with five years' service in the grade rendered after appointment thereto on regular basis in the Pay Band-2 Rs.9300-34800 with Grade Pay Rs.4200 or equivalent in the parent cadre/department and

(b) Possessing the educational qualifications and experience prescribed for direct recruits is

Essential:

(i) Bachelor Degree from a recognized University.

(ii) Bachelor Degree in Library Science from a recognized University or Institute.  
and

(iii) Two years experience in a Government Library or Post Graduate Diploma in Computer Application from a recognized University or Institute.

Desirable:

Master Degree in Library Science of a Recognized University.

Note 1:

Qualifications are relaxable at the discretion of the S.S.C/ Competent Authority, for reasons to be recorded in writing in the case of candidate otherwise well qualified.

Note 2:

The qualification (s) regarding experience is / are relax able at the discretion of the S.S.C/ Competent Authority, for reasons to be recorded in writing in case of candidates belonging to the Scheduled Castes and Scheduled Tribes, if at any stage of selection, the S.S.C/ Competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the post s reserved for them.

ANNEXURE II

CURRICULUM VITAE PROFORMA

1. Name and Address  
(in Block Letters)

2. Date of Birth  
(in Christian era)

3. Date of retirement under Central/State  
Government 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)

	Qualifications/ Experience required	Qualifications/ Experience possessed by the officer
Essential	(1) (2) (3)	
Desired	(1) (2)	

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/ Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)

8 Nature of present employment i.e.

15. Please state whether you are applying for deputation (ISTC) /Absorption/Re-employment Basis. (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract.)

16. Whether belongs to SC/ST

17. Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions /societies and (iv) any other information.

(Note: Enclose a 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.

(Signature of the Candidate)

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date

Countersigned

(Employer with Seal)

**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 \_\_\_\_\_ band \_\_\_\_\_ of Rs. \_\_\_\_\_ equivalent/grade/post \_\_\_\_\_
  
3. We have no objection in relieving the officer upon his/her selection to the post applied for by him/her.
  
4. No vigilance case is either pending or contemplated against him/her.

Signature of the forwarding authority  
SEAL:

Place:

Date: