

No. A-12011/1/2022-Ad.I-MCA  
Government of India  
Ministry of Corporate Affairs

'A' Wing, 5<sup>th</sup> Floor, Shastri Bhawan  
Dr. R.P. Road, New Delhi-110001  
Dated the 02<sup>nd</sup> June, 2022

VACANCY CIRCULAR

Subject: **Filling up the post of Assistant Library and Information Officer (General Central Service, Group 'B', Gazetted, Non-Ministerial) in Level 7 of CCS (RP) Rules 2016 in the Ministry of Corporate Affairs - Extension of last date for receiving the applications - Regd.**

The undersigned is to refer to this Ministry's Vacancy Circular of even number dated 11<sup>th</sup> March 2022 (copy attached) and to say that the last date of receiving applications for filling up of post of Assistant Library and Information Officer through Composite Method is extended up-to 08<sup>th</sup> July, 2022.

Enclosed: As above



(Riazul Haque)

Under Secretary to the Govt of India

Email: r.haque@gov.in

Tele: 011-23381349

Copy to:

1. All Ministries/Departments of Govt. of India (as per list attached).
2. Principal Secretaries of State Govt. /Union Territories, Cadre Controlling Authorities of Universities/ Autonomous Organizations, with request to give wide publicity to this Vacancy Circular.
3. The Director (CS. I), DoP&T- with a request to upload the vacancy circular on the official website of DoP&T.
4. National Career Service (NCS) Portal, Ministry of Labour & Employment, Shram Shakti Bhawan Rafi Marg, New Delhi-110001 - for uploading the vacancy circular on their official website.
5. E-Gov. Cell, MCA with a request to upload the vacancy circular on the official website of the Ministry



(Riazul Haque)

Under Secretary to Government of India

No. A-12011/1/2022-Ad.I-MCA  
Government of India  
Ministry of Corporate Affairs

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A-wing, 5th Floor, Shastri Bhawan,  
New Delhi, dated: 15 March, 2022.

VACANCY CIRCULAR

**Sub:** Filling up one post of Assistant Library and Information Officer (General Central Service, Group 'B', Gazetted, Non-Ministerial) in Level 7 of CCS (RP) Rules 2016 in the Ministry of Corporate Affairs through Composite Method [Deputation (including Short Term Contract) basis plus promotion basis].

It is proposed to fill up one post of Assistant Library & Information Officer (General Central Service, Gr-B, Gazetted, Non-Ministerial) in the Level 7 of CCS (RP) Rules 2016 in the Ministry of Corporate Affairs on Composite method [deputation (including Short Term Contract) plus promotion basis].

**2. Eligibility conditions:** Composite Method: - Deputation (including Short Term Contract) plus Promotion

Officers of the Central Government or State Government or Union territories or Public Sector Undertakings or Universities or Recognised Research Institutions or Autonomous Bodies or Statutory Organisations, -

- (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or  
(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in post in level 6 of the pay matrix (Rs.35400-Rs. 112400) or equivalent in the parent cadre or Department; and  
(b) possessing the educational qualifications and experience as below: -

**Essential:**

- (i) Bachelor's Degree in Library Science or Library and Information Science from a recognised University or Institute; and  
(ii) Two years professional experience in a Library under the Central or State Government or Autonomous or Statutory Organisation or Public Sector Undertakings or University or Recognised Research or Educational Institution.

**Desirable:**

- (i) Master's Degree in Library Science or Library and Information Science from a recognised University or Institute; and

O/C  
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15/03/2022

- (ii) Diploma in Computer Application from a recognised University or Institute

**Note-1:** The Departmental Library Information Assistant in level-6 in the pay matrix with five years regular service in the grade and having the educational qualifications and experience prescribed for considering appointment on deputation basis shall 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.

**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 three years.

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

**3. List of duties & responsibilities attached to the post of Assistant Library & information officer: -**

- i. He/she shall be rendering such assistance to the LIO as may be desired and he/she will function as in charge of the library in absence of LIO.
- ii. He/she will place supply orders/renewal of journals/ purchasing of books/ scrutinize bills for books, periodicals and all other miscellaneous items purchased before sending for approval of Competent Authority.
- iii. Provide reference and information service to library users, bibliography, retrieving materials reference, and inter library request.
- iv. Classification of new Books.
- v. AMC of library equipments & software.
- vi. Helping LIO in conducting Library committee meetings and other day-to-day work of the library.
- vii. He/she will manage and plan administrative and budgetary functions of the library & Information services.
- viii. Documentation work of the library.
- ix. Arrange to settle the Audit para/ queries.
- x. He/ she will select relevant material in the newspaper/ magazines for clipping.
- xi. Weeding out books/magazines/journals.
- xii. He/ she will look after the functioning of library software from time to time and liase with computer section and library personnel for smooth functioning of library.

xiii. Any other work entrusted by the Competent Authority from time to time.

**4. Regulation of pay and other terms of deputation:** The pay of the selected candidate will be regulated under the provisions contained in the DoPT O.M. No.6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.

**5. Age limit:**

The maximum age-limit for appointment by deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of applications.

**6. Period of deputation:**

Period of deputation (ISTC) shall ordinarily not exceed three years.

**7. Consultation with UPSC:**

Consultation with Union Public Service Commission is not necessary.

**8. Reservation for SC/ST:**

No provision for reservation exists for the posts to be filled up on deputation basis.

9. Application along with Biodata (in duplicate) in the prescribed proforma (Annexure-I) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the forwarding Authority (in proforma at Annexure-I) along with the following documents:

(i) Integrity certificate

(ii) Statement of major/ minor penalties imposed if any, on the official during the last 10 years; (if no penalty has been imposed a 'Nil' certificate should be enclosed).

(iii) Vigilance clearance certificate.

(iv) Attested photocopies of the ACRs for the last five years i.e. 2016-17 to 2020-21 (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India).

(v) Cadre clearance.

may be forwarded in respect of each candidate separately to the undersigned in Room No. 526, A-Wing, 5th floor, Shastri Bhawan, Dr. Rajendra Prasad Marg, New Delhi - 110 001, within 60 days of publication of this advertisement in the Employment News. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not to be entertained.

10. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. Government strives to have a workforce who reflect gender balance and women candidates are encouraged to apply.



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2. Principal Secretaries of State Govt. / Union Territories, Cadre Controlling Authorities of Universities/ Autonomous Organizations, with request to give wide publicity to this Vacancy Circular.
3. The General Manager-cum-Chief Editor, Employment News, Ministry of Information and Broadcasting, 7th Floor, Sochna Bhavan, C.G.O. Complex, New Delhi; with a request to publish this circular (indicative) in the ensuing issue of Employment News.
4. The Director (CS. I), DoP&T- with a request to upload the vacancy circular on the official website of DoP&T.
5. National Career Service (NCS) Portal, Ministry of Labour & Employment, Shram Shakti Bhawan Rafi Marg, New Delhi-110001 - for uploading the vacancy circular on their official website.
6. E-Gov. Cell, MCA with a request to upload the vacancy circular on the official website of the Ministry



(Raizul Haque)

Under Secretary to the Government of India

**Proforma for application for the post of Assistant Library and Information Officer on Deputation (including short term contract) plus promotion in the Ministry of Corporate Affairs**

**BIO-DATA PROFORMA**

1	Name and Address (in Block letters) with contact no.	
2	Date of Birth (in Christian Era)	
3	i.) Date of Entry into Service ii.) Date of retirement under Central/ State Government Rules	
4	Educational Qualifications (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)	
5	Whether Educational and other Qualifications required for the post are satisfied. (If any of the Qualifications has been treated as equivalent to the one prescribed in the rules, state the Authority for the same)	
	Qualifications/ Experience required as mentioned in the vacancy circular	Qualifications/ Experience possessed by the officer
	<b><u>Essential</u></b>	<b><u>Essential</u></b>
(i)	(a) Holding analogous post on regular basis or equivalent; or (b) Do you possess five years' service in the grade rendered after appointment thereto on a regular basis in post in level-6 in pay matrix (Rs.35400-112400) or equivalent in the parent cadre or Department.	
(ii)	<b>Qualifications:</b> Bachelor's Degree in Library Science or Library and Information Science from a recognised University or Institute; and	<b><u>Qualifications:</u></b>
(iii)	<b>Experience:</b> Two years professional experience in a Library under the Central or State Government or Autonomous or	<b><u>Experience:</u></b>

	Statutory Organisation or Public Sector Undertakings or University or Recognised Research or Educational Institution	
	Desirable	Desirable
	<b>Qualifications:</b> (a) Master's Degree in Library Science or Library and Information Science from a recognised University or Institute (b) Diploma in Computer Application from a recognised University or Institute	
6	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience 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/ organisation	Post held on Regular Basis	Period of service		*Level in Pay Matrix/ Pay Band and Grade Pay/ Pay Scale of the post held on Regular Basis	Nature of Duties (in Detail) highlighting experience required for the applied post
		From	To		
(1)	(2)	(3)	(4)	(5)	(6)

\*Important: Pay Band and Grade Pay granted under ACP/MACP are personal to the Officer and therefore should not be mentioned. Only Level in Pay Matrix/ Pay Band and Grade Pay/Pay Scale of the posts held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/ Institution	Level in Pay Matrix/ Pay, Pay Band and Grade Pay drawn under ACP/ MACP Scheme	From	To

8	Nature of Present Employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent		
9	In case the present employment is held on deputation/ contract basis, please state		
a.) The date of initial appointment contract	b.) Period of appointment deputation/	c.) Name of the parent office/ organization to which the applicant belongs	d.) Name and pay of the post held in substantive capacity in the parent organization
<p><b>9.1 Note:</b> In case of officers already on Deputation, the application of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance, and Integrity Certificate</p> <p><b>9.2 Note:</b> Information Under Column 9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization</p>			
10	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13	Are you in revised scale of Pay? If yes, give the date from which the revision took place and indicate the pre-revised scale		
14	Total emoluments per month now drawn: Basic Pay Level of Pay Matrix Total Emoluments		
Basic Pay	Level of Pay Matrix		Total Emoluments



15	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)	Total Emoluments
16	<p><b>A) Additional Information, if any, relevant to the post you applied for in support of your suitability for the post.</b>          (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular)          (Note: Enclose a separate sheet, if the space is insufficient)</p>	
	<p><b>B) Achievements:</b>          The candidates are requested to indicate information with regard to;          (i) Research publications and reports and special projects          (ii) Awards/ Scholarships/ Official Appreciation          (iii) Affiliation with the professional bodies/ institutions/ Societies and;          (iv) Patent registered in own name or achieved for the organisation          (v) Any research/ innovation measure involving official recognition          (vi) any other information.          (Note: Enclose a separate sheet, if the space is insufficient)</p>	
17	Whether belongs to SC/ST	

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 relevant 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.

Date \_\_\_\_\_

(Signature of the Candidate)

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CERTIFICATE BY THE EMPLOYER/CADRE CONTROLLING  
AUTHORITY**

The information /details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that;

i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.\_\_\_\_\_.

ii) His/her integrity is certified.

iii) His/her CR dossier in original is enclosed/ photocopies of the ACR's for the Last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/minor penalty has been imposed on him/her during the last 10 years or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed (As the case may be).

**Countersigned**

\_\_\_\_\_  
(Employer/Cadre Controlling Authority with Seal)

Place:

Dated: