To,

The Chief Secretary to the
Government of ________________

Subject:- Filling up of one post of Assistant Library and Information Officer in the Official languages Wing, Legislative Department, Ministry of Law and Justice on deputation/ absorption basis.

Sir/ Madam,

I am directed to say that one post of Assistant library and Information Officer in the Legislative Department, Ministry of Law and Justice is required to be filled on deputation/ absorption basis. The post of Assistant Library and Information Officer belongs to General Central Service, Group ‘B’ Gazetted, Non-Ministerial in level 7 (Rs.44900-142400) in the pay matrix. Deputation to the said post is to be made from the officers under the Central Government or State Government-

(a) (i) holding analogous posts on regular basis in the parent cadre or Department ;or
(ii) with five years’ regular service in the grade in level 6 (Rs.35400-112400) in the pay matrix or equivalent in the parent cadre or Department; and

(b) possessing the following educational qualifications and experience:-
(i) Bachelor’s degree in Library Science or Library and Information Science from a recognised University or Institute;
(ii) Two years’ professional experience in a Library under the Central Government or State Government or Autonomous or Statutory Organisation or Public Sector Undertaking or University or Recognised Research or Educational Institute.
(iii) Passed High School or any higher Examination with Hindi as a medium of Examination from a recognised Board or University.

Desirable:-
(i) Master’s Degree in Library Science or Library and Information Science from a recognised University or Institute;
(ii) Diploma in Computer Applications from a recognised University or Institute.

Note 1:— For the purpose of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to the 1st January, 2016 or the date from which the revised pay structure based on the recommendations of the Seventh Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding level in the pay matrix or pay scale extended based on the recommendations of the said Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common level in the pay matrix or pay scale, and where this benefit will extend only for the post (s) for which that level in the pay matrix or pay scale is the normal replacement of the grade without any upgradation.
Note 2:— Period of deputation including period of deputation 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 shall be not exceeding 56 years as on the closing date of the receipt of applications.

2. Appointment to the post on deputation will be initially for a period of three years. The other terms and conditions of appointment will be governed by the instructions contained in the Department of Personnel & Training’s O.M. No. 6/8/2009- Estt. (Pay.II) dated 17th June, 2010 as amended from time to time.

3. I am to request that the applications in the prescribed form (Annexure-A) of suitable officers who satisfy the educational qualifications and experience and whose services can be spared immediately may be sent to this Department.

4. The forwarding authorities should also certify (in the format given in Annexure-B) that the entries in the application have been verified from the records and found correct, and that no disciplinary/vigilance proceedings are either pending or contemplated against the applicant and that no major/minor penalties have been imposed on the officer during the last ten years. The forwarding authorities should enclose the up-to-date Confidential Report Dossiers of the applicant for the last five years. The applications along with all necessary documents of the willing officers should reach the undersigned within 60 days from the date of publication of the vacancy in the Employment News.

Encl.:— As above.

Yours faithfully,

(R.K. Sharma)
Under Secretary to the Government of India.
Tel.: 23389014.

Copy to: -

1. All Ministries/Departments of the Government of India (for giving wide publicity).
2. Director (Official Languages Wing) / US (Vidhi Sahitya Prakashan) [for giving wide publicity].
3. O.L. Section for Hindi version.
(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 vacancy circular. It is also certified that-

(vi) There is no vigilance or disciplinary case pending/contemplated against Sh. /Smt. ---------------.

(vii) His/her integrity is certified.

(viii) His/her CR/APAR dossier in original is enclosed/photocopies of the ACRs/APAR for the last five years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.

(ix) "No major/minor penalty has been imposed on him/her during the last ten years."

(x) A list of major/minor penalties imposed on him/her last ten years is enclosed.

Signature-----------------------

Name and Designation-----------------------

Tel. No. -----------------------

Office Seal

List of enclosures:

1.

2.

3.

4.

5.

(Strike out which is not applicable)
**APPLICATION FOR THE POST OF ASSISTANT LIBRARY AND INFORMATION OFFICER**

**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)

<table>
<thead>
<tr>
<th>Qualifications/Experience required</th>
<th>Qualifications/Experience possessed by the officer</th>
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<td>Essential</td>
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<td>2)</td>
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<td>Desired</td>
<td>1)</td>
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<td>2)</td>
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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

<table>
<thead>
<tr>
<th>Office/Institution</th>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Scale of Pay and Basic Pay</th>
<th>Nature of duties (in detail)</th>
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</table>
8. Nature of present employment i.e. Ad-hoc of 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.
   b) Period of appointment on deputation/contract.
   c) Name of the parent office/organisation to which you belong.

10. Additional details about present employment
    Please state whether working under (indicate the name of your employer against the relevant column)
    a) Central Govt.
    b) State Govt.

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

13. Total emoluments per month now drawn

14. Additional information, if any, which you would like to mention in support of your suitability for the post.
    (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/Advertisement)
    (Note: Enclose a separate sheet, if the space is insufficient).

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 Candidates

Date________
Address______________

Certified that the particulars furnished by the officer are correct. In the event of selection, services of the officer will be spared immediately.

Countersigned
Head of Department/Competent Authority