

No. 49/60/2013-6SII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 05th July, 2013.

To

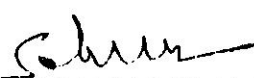
All concerned IAS / HCS Officers.

Subject: Filling up of the post of Principal Library and Information Officer and Director on deputation (including short term contract) basis in the Ministry of Commerce and Industry (Department of Industrial Policy and Promotion).

Sir/Madam,

I am directed to refer to the subject cited above and to say that a copy of vacancy circular No. A-12025/I/2013-E.I., dated 19th June, 2013 received from Government of India, Ministry of Commerce and Industry, Department of Industrial Policy & Promotion, New Delhi is uploaded on the web site (esharyana.gov.in) and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data with an application to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,


(SATISH SHARMA)
Superintendent Services-II.

✓

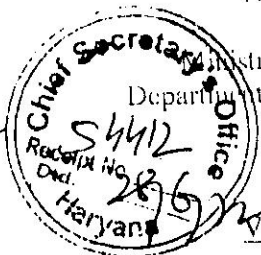
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No. A-12025/1/2013-IL1

Government of India

Ministry of Commerce and Industry

Department of Industrial Policy & Promotion

Udyog Bhavan, New Delhi.

Dated the 19 June, 2013.

VACANCY CIRCULAR

Sub. Filling up of the post of Principal Library and Information Officer and Director on deputation (including short term contract) basis in the Ministry of Commerce and Industry (Department of Industrial Policy and Promotion)

Services of suitable officers are required for the post mentioned in Annexure B. The pay of the officer selected will be regulated in accordance with the Department of Personnel and Training's OM No.6/8/2009 Estt.(Pay II) dated 17th June, 2010.

2. Applications for the post are invited in the proforma at Annexure-A from officers who are willing and who fulfill the eligibility conditions mentioned in Annexure B. Officers who volunteer for the post will not be permitted to withdraw their names later.

3. As the requirement is urgent, it is requested that the application(s) (in duplicate) in the Annexure-II along with the complete and up-to-date CR/APAR dossier, Integrity Certificate, Major/Minor penalty statement during the last 10 years of the officer(s) who could be spared in the event of selection, may be sent to this Department within 60 days from the date of publication of this circular in Employment News. Applications received after the due date or without the Confidential/Annual Performance Appraisal Reports, Integrity Certificate or Major/Minor penalty statement or otherwise found incomplete will not be considered. While forwarding the application(s) it may be verified and certified that the particulars furnished by the officer(s) in his/their application(s) is/are correct and that no disciplinary case is pending or contemplated against the officer(s).

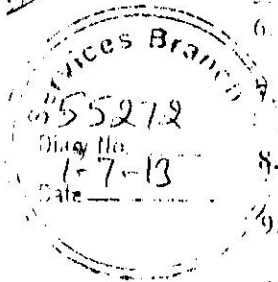
(L.K. SHARMA)

Under Secretary to the Govt. of India

Tel. No. 23062096

To

1. All Ministries/Departments of the Govt. of India with the request to give wide publicity within the Department and offices/institutions under their control.
2. All Chief Secretaries of State Govt./ All Administrators of Union Territories.
3. The D.A.P. Ministry of Information and Broadcasting, Social Bhavan, CGO Complex, Lodhi Road, New Delhi-110 003- with the request to get the vacancy of the posts advertised in the 'Employment News'. It is requested that the advertisement may kindly be published immediately in the Employment News and the Final Bill be sent to this Department, payment for which will be made immediately.
4. General Manager, Employment News, East Block IV, R.K. Puram, New Delhi.
5. All Sections in the Department of Indl. Policy & Promotion.
6. All attached/subordinate/cadre participating offices of the Department of Industrial Policy & Promotion.
7. The Department of Public Enterprises, CGO Complex, New Delhi - with the request to circulate the vacancy among PSUs.
8. The DOP&T, North Block, New Delhi - with the request to upload the vacancy circular in the DOP&T's website.
9. The NIC, Deptt. of IPP, Udyog Bhavan, New Delhi - with the request to upload the vacancy circular in the website of Deptt. of IPP.
10. The Secretary, UPSC, Dhoolpur House, Shahjahan Road, New Delhi.



APPLICATION FOR THE POST OF PRINCIPAL LIBRARY AND INFORMATION OFFICER AND DIRECTOR, DEPTT. OF INDUSTRIAL POLICY & PROMOTION

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. 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				
	(b) Period of appointment on deputation/contract				
	(c) Name of the parent office/organization to which you belong				

10.	<p>Additional details about present employment.</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>(a) Central Government (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) Universities (f) Others</p>	
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.	<p>Additional information, if any, which you would like to mention in support of your suitability for the post.</p> <p>(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).</p>	
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 Organizations are eligible only for Short Term Contract.)	
16.	Whether belongs to SC/ST	
17.	<p>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)</p>	

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 _____

DECLARATION

I do hereby declare that the particulars furnished by me above are correct to the best of my knowledge and belief.

Signature of the Candidate
Name in Full _____
Tel.No. _____

Date: _____ Deptt./Office and Section. _____

TO BE CERTIFIED BY THE CADRE CONTROLLING AUTHORITY/EMPLOYER

Certified that the particulars furnished by the officer are correct as per the records held in this office and no disciplinary/vigilance case is pending/contemplated against the officer. Certified that the candidate is eligible for the post as per conditions mentioned in the circular/advertisement.

No. _____

Signature, Name and Seal of the
Employer/Cadre Controlling Authority

Dated: _____

ANNEXURE-B

1. Name of the post : Principal Library & Information Officer and Director
2. Classification : General Central Service, Group 'A' Gazetted, Non Ministerial
3. Pay Band and Grade Pay/Pay Scale : Pay Band-4(Rs.57400-67000/-) + Grade Pay Rs.8700/-.
4. Number of posts : One
5. Eligibility : Deputation (including short term contract) :

Officers under the Central Government or State Government or Union territories or Public Sector Undertakings or Universities or recognised research institutions or semi government or autonomous 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 posts in pay band-3, pay scale of rupees 15600-39100 with Grade Pay of rupees 7600/- or equivalent in the parent cadre or department; OR

(iii) with ten years' service in the grade rendered after appointment thereto on a regular basis in posts in pay band-3, pay scale of rupees 15600-39100 with Grade Pay of rupees 6600/- or equivalent in the parent cadre or department : and

(B) possessing the following educational qualifications and experience:

Essential :

(i) Master's Degree in Library Science or Information Science or Documentation Science of a recognised University;

(ii) Master's Degree in Economics or Commerce or Statistics of a recognised University; and

(iii) twelve years' experience (including administrative experience) of working in a public or institutional library including experience in computerisation of the library.

Desirable:

Doctoral degree in Library Science or Information Science or Documentation Science of a recognised University.

Note 1 .- - Qualifications are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing, in case of candidates otherwise well qualified.

Note 2 .- - Period of deputation(including short-term contract) including 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 to exceed five years. The maximum age limit for appointment by deputation (including short-term contract) shall not be exceeding fifty six years as on the closing date of the receipt of applications