



No. A.12025/3/2013- Admn.I/Estt.III
Government of India
Ministry of Health & Family Welfare
Department of Health & Family Welfare

Nirman Bhawan, New Delhi
Dated 11 October, 2019

VACANCY CIRCULAR

Applications are invited in the prescribed proforma for filling up of one post of Senior Library and Information Officer in the National Medical Library, Directorate General of Health Services under the Ministry of Health & Family Welfare in Level-12 of the Pay Matrix (Rs.78800- 209200), [PB-3 (Rs. 15,600- 39,100) with Grade pay Rs.7600 in pre-revised scale of pay] on deputation (including short-term contract)/promotion basis from the following:

Officers under the Central Government or State Governments or Union territories or Universities or recognised research institute or public sector undertakings or statutory or autonomous organisation:-

- (a) (i) Holding analogous posts on regular basis in the parent Cadre/Department; or
(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in Level-11 of the Pay Matrix (Rs.67700-208700), [PB-3 (Rs. 15600-39100) with Grade Pay Rs. 6600 in pre-revised scale of pay] 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 Library and Information Science from a recognised university or institute.
(ii) Ten years' professional experience in a library under Central Government or State Government or autonomous or statutory organisation or public sector undertaking or university or recognised research institute or educational institutes.

Desirable:-

- (i) One year experience of computerising library activities in a library under Central/State Governments or Union territories or universities or recognised research institutions or public sector undertakings or statutory or autonomous organisations.
(ii) One year professional experience in indexing work of health services literature.
(iii) Diploma in computer applications from a recognised university or institute.

Note 1: Departmental Library and Information Officer in Level-11 of the Pay Matrix (Rs.67700-208700), [Pay Band-3, Grade Pay Rs. 6600 in pre-revised scale of pay] with 5 years regular service in the grade and possessing Bachelor's degree in Library Science or Library and Information Science from a recognised University or Institute shall also be considered alongwith outsiders. In case he/she is selected, the post shall be deemed to have been filled by promotion otherwise, it will be treated as having been filled on deputation(istc)

Contd....2/-

Services-II Branch

Dy. No. 143802

Date 14/11/19

For Sanjay M

14/11

SSA

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14/11/19

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From pre- page:

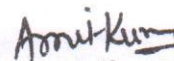
Note 2: The period of deputation(istc) including period of deputation(istc) in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department of the Central Government shall ordinarily not to exceed four years. The maximum age limit for appointment by deputation(istc) shall be not exceeding 56 years as on the closing date of receipt of applications.

2. The officers selected for appointment on deputation(istc) basis shall be entitled to draw pay/ pension (duty) allowance in accordance with the existing instructions on the subject issued by the Government of India from time to time.

3. The eligible and interested candidates may send their applications in the attached proforma through proper channel, to the Under Secretary(Admn), Ministry of Health & Family Welfare, Room No.330-C, Nirman Bhawan, New Delhi-110011, so as to reach him within 60(Sixty) days from the date of publication of this circular in the Employment News. While forwarding the applications, the concerned Department may please ensure that the particulars of the candidate(s) are verified and that he/she fulfils the eligibility conditions.

4. The application(s) should be forwarded alongwith APARs for the last 5 years duly attested by a Group 'A' officer, Vigilance Clearance and Integrity Certificate. A statement should also be enclosed in case of each applicant that no minor/ major penalty has been imposed on the applicant during the last ten years. Application received without aforesaid documents or after the prescribed date, shall be rejected.

Encl. Proforma of application.


(Amit Kumar) 11/10

Under Secretary to the Government of India
Tel.No. (011)23061323

To

1. All Ministries/ Department of Government of India including Universities /Autonomous /Statutory Bodies/ Recognised Research Institutions/PSUs under their control(as per standard list).
2. Chief Secretaries to All State Governments/ Administrator of Union Territories.
2. All Sections/ Desks/Cells/Units in the Department of Health.
3. Dte.GHS, Admn. I/II Section/O& M Section with a request to circulate the vacancy circular among all subordinate offices under the control of Dte.GHS.
4. DAVP(Asstt. Media Executive), 3rd Floor, PTI Building, Sansad Marg, New Delhi-110001 with the request that the vacancy circular may kindly be published in the earliest issue of the Employment News under intimation to this Ministry.
5. The Secretary, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi.
6. Web Manager, D/o Health & Family Welfare, New Delhi with a request to upload the same on this Ministry's website.
7. Notice Board/ Guard File.
8. Hindi- I/II Section, with a request to provide hindi version.

BIO-DATA/CURRICULUM VITAE PERFORMA

1. Name and Address (in Block Letters)	
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	
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)	
Qualification/ Experience required as mentioned in the advertisement / vacancy circular	Qualifications/ experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department / Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 in the case of Degree and Post Graduate Qualification Elective / main subjects and subsidiary subjects may be indicated by the candidate.</p>	
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.	
<p>6.1 Note: Borrowing Department are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>	
<p>7. Details of Employment, in chronological order, enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.</p>	

Office / Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in Detail) highlighting experience required for the post applied for

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
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16. **A Additional Information**, if any, relevant to the post you applied for 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)

16. B Achievement:

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) Patents registered in own name or achieved for the organization
- (v) Any research / innovative measure involving official recognition (vi) any other information.

(Note: Enclose a separate sheet if the space is insufficient)

17. 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)

(The Option of 'STC' / 'Absorption'/ Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").

18. 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 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.

(Signature of the candidate)

Address _____

Date _____