

No.A-35014/03/2017-Ad.V (Vol. II)  
भारत सरकार/ Government of India  
गृह मंत्रालय/ Ministry of Home Affairs

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North Block, New Delhi,  
Dated: the 4<sup>th</sup> January, 2021

To,

1. The Secretary General, Lok Sabha Secretariat/Rajya Sabha Secretariat, New Delhi.
2. The Secretary, President's Secretariat/Vice-President's Secretariat/NITI Aayog/Election Commission of India/Union Public Service Commission/Central Vigilance Commission.
3. The Registrar (Administration), Supreme Court of India.
4. The Chairman, University Grants Commission.
5. All State Governments/Union Territories/Resident Commissioners in New Delhi.

Subject: Filling up of one post of Library & Information Officer in the Ministry of Home Affairs' Library on Composite Method Promotion/Deputation (including short term contract) basis-reg.

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Sir,

I am directed to say that it is proposed to fill up one post of Library & Information Officer, in consultation with UPSC, in Level-11 in the Pay Matrix (pre-revised: PB-3, ₹15600-39100/- and Grade Pay of ₹6600/-) in the Ministry of Home Affairs' Library by Composite Method Promotion/Deputation (including short term contract). The particulars of the post, eligibility conditions etc. are given in Annexure-I.

2. The pay of the selected officer will be regulated in accordance with the Department of Personnel & Training O.M. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 as amended from time to time.

3. The maximum age limit for appointment on deputation (including short-term contract) shall be 56 years. Accordingly, the persons who will be crossing the age of 56 years, on the last date of receiving of applications as indicated in para 5 need not apply.

4. Officers who volunteer for the post will not be permitted to withdraw their names later. Only such recommendations as are accompanied by the requisite personal data as in Annexure-II will be considered.

5. It is requested that wide publicity may be given to the vacancy circular amongst staff under your administrative control and applications, in duplicate, in the enclosed proforma (Annexure-II) **along with cadre clearance, attested copies of certificates of qualification and complete and up-to-date ACRs of last five years (with rubber stamp on each page)** of the officers who can be spared in the event of their selection, may be sent to **Under Secretary (Ad-V), Ministry of Home Affairs, Room No. 81-D, North Block, New Delhi-110001**, within a period of **60 days** from the date of publication of this vacancy circular in the Employment News. Applications received after the last date or without the copies of certificates of qualification and ACRs or otherwise found incomplete will not be considered. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct and no disciplinary case is either pending or contemplated against him/her. The integrity of the Officer may also please be certified and it may be confirmed that no major/minor penalties have been imposed on him/her during the last ten years.

Yours faithfully,

(N.R. Sekar Raju)

Under Secretary to the Government of India  
Tel. No. 2309 3666

Services-II Branch  
Diary No. 9347  
Date 28/01/21




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New Delhi, dated 4<sup>th</sup> January, 2021

Copy to:-

1. All Ministries / Departments of the Central Government with the request that wide publicity may be given to the vacancy circular in their Ministry /Department and in their attached / subordinate offices. Applications of the eligible candidates may be forwarded to this Ministry in the prescribed proforma within a period of **60 days** from the date of publication of the vacancy circular in the Employment News.
2. All Sections / Desks in the Ministry of Home Affairs (including Department of Official Language and Department of Justice).
4. Leader and all Members of the office Council (Staff side), Ministry of Home Affairs.
5. SO (IT), Ministry of Home Affairs for uploading on Ministry's Website and office.

  
04/01/2021  
(N.R. Sekar Raju)

Under Secretary to the Government of India  
Tel. No. 2309 3666

**ANNEXURE-I**

1. Name of the Post : Library and Information Officer
2. No. of post : 01 (One)
3. Pay Scale : Level-11 in the Pay Matrix (₹67,700-2,08,700/-)  
(pre-revised: Pay Band-3, ₹15,600-39,100/- and Grade Pay of ₹6600/-)
4. Mode of Recruitment : By Composite method Promotion/Deputation  
(including short-term contract)

5. Duties and Responsibilities of the post:

- (i) General supervision of the Library.
- (ii) All file work relating to the Library.
- (iii) Arranging Book Selection Committee meeting with the Senior Officers.
- (iv) Conducting the Book Selection Committee meetings and preparing the minutes of the meeting.
- (v) Compilation of Bulleting for source material.
- (vi) Preparation of detailed subject Bibliography.
- (vii) Abstracting and indexing of Articles Documentation work.
- (viii) Acquisition and selection of New Books, Acts, Codes and Judgments from various sources.
- (ix) Knowledge of Computer.

6. Eligibility:

Officers under Central or State Governments or Union Territories or Autonomous organisations including Universities:

- (a)(i) Holding analogous post(s) on regular basis;

OR

- (ii) With five years' regular service in Level-10 in the Pay Matrix (pre-revised: PB-3, ₹15,600-39,100/- and Grade Pay of ₹5400/-) or equivalent;

OR

- (iii) With Six years' regular service in Level-8 in the Pay Matrix (pre-revised: PB-2, ₹9300-34800/- and Grade Pay of ₹4800/-) or equivalent;

OR

- (iv) With Seven years' regular service in Level-7 in the Pay Matrix (pre-revised: PB-2, ₹9300-34800/- with the Grade Pay of ₹4600/-) or equivalent;

AND

- (b) Possessing the following educational qualifications and experience:

**Essential:**

- (i) Master's Degree of a recognized University or equivalent Diploma in Library science from a recognized University.
- (ii) Five years professional experience in a supervisory capacity in a Library of Standing.

**Desirable:**

- (i) Experience of computerizing library activities.
- (ii) Professional experience in the specific subjects handled by Ministry to be specified at the time of each recruitment.



**Note:-** Departmental Assistant Library & Information Officer with seven years regular service in Level-7 in the Pay Matrix will also be considered along with outsiders and in case, he/she is selected, the post will be deemed to have been filled up by promotion.

[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 organization or department of the Central Government shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.]

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**BIO-DATA/ CURRICULUM VITAE PROFORMA**

**POST APPLIED FOR: LIBRARY & INFORMATION OFFICER**

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)	
<b>Qualification/Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/experience possessed by the officer</b>
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<p><b>5.1 Note:</b> 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><b>5.2</b> In the case of Degree and Post Graduate Qualifications 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><b>6.1 Note:</b> Borrowing Departments 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>	

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 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



**\*Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post 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	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc <b>or</b> Temporary <b>or</b> Quasi-Permanent <b>or</b> 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 the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p><b>9.1 Note:</b> In case of Officers already on deputation, the applications 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/organisation but still maintaining a lien in his parent cadre/organisation.</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details			
<p><b>11. Additional details about present employment:</b></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 Organisation d) Government Undertaking e) Universities f) Others</p>			
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 also indicate the pre-revised scale.			



14. Total emoluments per month now drawn		
Basic Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation 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
<b>16.A Additional information</b> , 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 and above prescribed in the Vacancy Circular/Advertisement)  <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>		
<b>16.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) Patents registered in own name or achieved for the organisation (v) Any research/innovative measure involving official recognition (vi) Any other information. <b>(Note: Enclose a separate sheet if the space is insufficient)</b>		
17. Please state whether you are applying for deputation (STC)/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) # (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.

Date: \_\_\_\_\_

(Signature of the candidate)

Address \_\_\_\_\_

Mobile No. \_\_\_\_\_

E-mail ID: \_\_\_\_\_

**Certification 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 ACRs 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)**