

प्रधानमंत्री कार्यालय
PRIME MINISTER'S OFFICE

South Block, New Delhi
Dated: 16th November, 2017

No. A.12011/2/2016-PME

VACANCY CIRCULAR

Sub: Appointment to the post of Assistant Library & Information Officer in Prime Minister's Office on deputation basis.

It is proposed to fill one post of Assistant Library & Information Officer in Prime Minister's Office on deputation basis. The details of the vacancy are given in the enclosed **Annexure-I**. The pay and other terms and conditions of appointment of the person selected will be regulated in accordance with the Department of Personnel & Training's O.M. No. 6/8/2009-Estt. (Pay.II) dated 17.06.2010.

2. Applications of the eligible officials, who are willing and who can be spared immediately, may be forwarded to the undersigned within a period of 30 days from the date of its publication in the "Employment News" (or posting in the website of PMO) in the prescribed proforma as given in **Annexure-II**, alongwith the following documents:

- (i) up-to-date CR dossier for the last 5 years (duly attested photocopy thereof)
- (ii) integrity certificate
- (iii) vigilance clearance certificate and
- (iv) statement of major/minor penalties, if any, imposed on the officer during the last 10 years.

3. Applications received after due date or incomplete in any respect shall not be considered. The candidates will not be allowed to withdraw their candidature subsequently. Persons not working under Central or State Government or Union territories or recognised Research institutions or Universities or Public Sector Undertakings or Semi-Government or Statutory or Autonomous organisations need not apply.

Encl: As above.



(A.K. Das)

Under Secretary to the Govt. of India
Tel No. 23018130

Copy to:

- (i) All Ministries / Departments of the Government of India.
- (ii) President Secretariat, New Delhi.
- (iii) Lok Sabha / Rajya Sabha Secretariat, New Delhi.
- (iv) Cabinet Secretariat, New Delhi.
- (v) Election Commission of India, New Delhi.
- (vi) Comptroller & Auditor General of India, Pocket-09, Deen Dayal Upadhyay Marg, New Delhi.
- (vii) CGDA, West Block No. V, R. K. Puram, New Delhi.
- (viii) Controller General of Accounts, Lok Nayak Bhawan, Khan Market, New Delhi.
- (ix) Principal Director of Audit, Central Revenue, ACGR Building, New Delhi.
- (x) UPSC / SSC, New Delhi.
- (xi) Department of Official Language, Lok Nayak Bhawan, Khan Market, New Delhi.
- (xii) Chief Secretary of all states/UTs
- (xiii) NIC Division, PMO (for publishing the advertisement in the website)
- (xiv) Notice Board / All Divisions / Sections
- (xv) PAO, Cabinet Affairs

Copy also to: Shri Rajesh Saraswat, Under Secretary(CS-II),DoP&T, 2nd Floor, Lok Nayak Bhawan, Khan Market, New Delhi – with request to publishing the advertisement in their website.

Annexure-I

Sr. No.	Name of the Post	Assistant Library & Information Officer
1.	Classification	General Central Service, Group 'B'. Gazetted, Non- Ministerial.
2.	Number of vacancies	One
3.	Scale of Pay	Level- 7 (₹ 44900- ₹142400) in the Pay Matrix.
4.	Method of Recruitment	On deputation including short- term contract
4.	Period of Deputation	Ordinarily not exceeding three years
5.	Eligibility conditions	<p>Deputation (including short term contract):</p> <p>(A) Officers under the Central Government or State Government or Union territories or recognised Research institutions or Universities or Public Sector Undertakings or Semi-Government or Statutory or Autonomous organisations -</p> <p>(a) (i) holding analogous posts on regular basis in parent cadre; or (ii) with five years' regular service in the post in the Level – 6 (Rs. 35400- Rs.1,12,400) in the Pay Matrix or equivalent; and</p> <p>(b) possessing the following educational qualification and experience: -</p> <p>Essential:</p> <p>(i) Bachelor's degree in Library Science or Library and Information Science of a recognised University or Institute.</p> <p>(ii) Two years' professional experience in Library under Central or State Government or Autonomous or Statutory Organisation or Public Sector Undertaking or University or recognised Research and Educational Institution.</p> <p>Desirable:</p> <p>(i) Master's Degree in Library Science or Library and Information Science of a recognised University or Institute.</p> <p>(ii) Diploma in Computer Application from a recognised University or Institute.</p> <p>Note: 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 three 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.)</p>

S. No.	Name of the applicant (in Block letters)	
1.	Date of Birth	
2.	Educational Qualification	
3.	Present regular appointment and the date from which held.	
4.	Whether working under Central Government /State Government/ Union territories/ recognized Research institutions/ Universities/ Public Sector Undertakings/ Semi-Government/ Statutory/ Autonomous organisations	
5.	Scale of Pay & present pay drawn	
6.	Ministry/Department/Organization where presently employed	
7.	Number of years of Professional Experience in Library	
8.	Other service Experience	
9.	Whether the candidate belongs to SC/ST	
10.	Date of return from last deputation	
11.	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post	
12.	Remarks, if any	

Place:

Date:

Signature of the applicant

The particulars furnished above have been verified and found to be correct.

Date:

Signature and seal of the forwarding Authority

Name & Designation:

Office Address & Tel. No.