

No.A-12011/4/2024-ADM
Government of India,
Department of Personnel & Training,
LAL BHADUR SHASTRI NATIONAL ACADEMY OF ADMINISTRATION,
MUSSOORIE

Date: 3rd July, 2024

VACANCY CIRCULAR

Sub: Filling up the posts of Principal Library and Information Officer (PLIO) and Library and Information Officer (LIO) in Lal Bahadur Shastri National Academy of Administration, Mussoorie on deputation (including short term contract) basis.

Applications are invited for filling up the posts of Principal Library and Information Officer (PLIO) and Library and Information Officer (LIO) at the Lal Bahadur Shastri National Academy of Administration, Mussoorie on **Deputation (including short term contract) basis**. Pay, eligibility and experience requirements, period of deputation and duties etc. for the posts are as indicated below:

A) Name of the Post	: Principal Library and Information Officer
Pay in Pay Matrix	: Level 13 (Rs. 123100-215900 in the pay matrix)
Method of recruitment	: Deputation (including short-term contract)
Classification of the post	: General Central Service, Group 'A', Gazetted, Non-Ministerial
No. of Posts	: One (01)

Eligibility :

Officers of the Central Government or State Governments or Union territories or Public Sector Undertakings or Universities or Recognised Research Institutions or Autonomous or Semi-Government or Statutory Organisations:-

- a) (i) Holding analogous posts on regular basis in the parent cadre/Department; or
 - (ii) With five years regular service in posts in level 12 (Rs. 78800–209200) in the pay matrix or equivalent; or
 - (iii) With ten years regular service in posts in level 11 (Rs. 67700–208700) in the pay matrix or equivalent; and
- (b) Possessing the following educational qualifications and experience:

Essential qualifications :

- (i) Master's Degree in Library Science or Library and Information Science from a recognised University or Institute;
- (ii) Twelve years' professional experience in a Library under Central Government or State Governments or Autonomous or Statutory organisation or Public Sector Undertaking or University or Recognised Research Institute or Educational Institution.

Desirable qualifications :

- (i) Five year's experience of computerising Library activities 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 Institution;
- (ii) Diploma in Computer Application from recognized University or Institute.

Duties and responsibilities of the post include:

Managing the affairs of the Library including overall supervision. Organising Library Review & Development Committee meetings for the constant development of Library material and services. Coordinating the activities of the Library. Providing best services to the users of Library by using latest techniques of Information Technology. Procurement of books of technical and administrative support. Guiding and helping staff for secretarial assistant. Any other work assigned by Competent Authority from time to time.

Age Limit:

The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding fifty-six (56) years as on the closing date of receipt of applications for the above mentioned post.

Period:

The period of deputation (including short term contract) including the 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 exceed five years.

B) Name of the Post	: Library and Information Officer
Pay in Pay Matrix	: Level 11 (Rs.67700-208700 in the pay matrix)
Method of recruitment	: Deputation (including short-term contract) Basis
Classification of the post	: General Central Service, Group 'A', Gazetted, Non-Ministerial
No. of Posts	: One (01)

Eligibility:

Officers of the Central Government or State Governments or Union territories or Universities or Recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations:-

- 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 regular basis in level 10 (Rs. 56100-177500) in the pay matrix; or
- (iii) With six years' service in the grade rendered after appointment thereto on regular basis in level 8 (Rs. 47600-151100) in the pay matrix; or
- (iv) With seven years' service in the grade rendered after appointment thereto on regular basis in level 7 (Rs. 44900-142400) in the pay matrix; and
- (b) Possessing the following educational qualifications and experience:

Essential qualifications :

- (i) Master's Degree in Library Science or Library and Information Science from a recognised University or Institute;
- (ii) five years' experience in a Library of standing , for example National Library or Library of a University or Government College or Institution of National Importance, for example National Archives, State Archives, Sahitya Academy or Administrative Training Institutes (ATI) or Central Training Institutes (CTI).

Desirable qualifications :

- (i) One year experience of computerising library activities 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 Institution;
- (ii) One year professional experience of documentation work in a responsible capacity;
- (iii) Diploma in Computer Application from recognized University or Institute.



Duties and responsibilities of the post include:

- i) Assist the Incharge Library/PLIO in accordance with the policies set by Library Review and Development Committee.
- ii) Plan and evaluate levels of service and make recommendation to Incharge Library/PLIO.
- iii) Under the guidance of Incharge Library/PLIO establish work priorities and delegate appropriately.
- iv) Understand and work within the financial structure of the Library System by providing budget input and monitoring relevant budget line items etc.
- v) Confer periodically with library users to determine the extent to which existing library services meet their needs. Develop users' awareness of library materials and services reviews the use of materials to plan for the future acquisition and gives input on budgetary needs.
- vi) Prepare reports, collect and monitors statistics.
- vii) Assist the library staff.
- viii) Any other work assigned by the Competent Authority from time to time.

Age Limit:

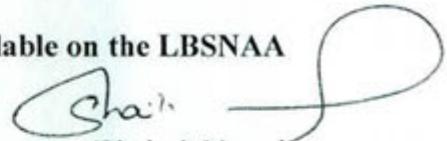
The maximum age limit for appointment on deputation (including short-term contract) shall be not exceeding (fifty-six) 56 years as on the closing date of receipt of applications for the above mentioned post.

Period:

The period of deputation (including short term contract) including the 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 not exceed four years.

Willing and eligible candidates who would be spared in the event of their selection may submit their applications in triplicate in the prescribed proforma along with documents (Cadre clearance, Integrity certificate, vigilance clearance, Major/Minor penalty imposed during the last ten years and upto-date ACR dossiers (photocopies of ACRs for the last 5 years duly attested on each page by an officer not below the rank of an Under Secretary to Government of India or equivalent) addressed to **The Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie – 248 179** within 60 days from the date of publication of the advertisement in Employment News/Rozgar Samachar. Application received after the last date or without the documents noted above or otherwise found incomplete will not be considered.

Note: The details of the vacancy along with prescribed form are available on the LBSNAA Website <http://lbsnaa.gov.in>



(Shelesh Nawal
Deputy Director

Copy forwarded to the following with the request that a wide publicity may be given to the vacancy circular in their Ministry and their attached/ subordinate/ Autonomous Organization/

Institutions and the applications of the eligible candidates may be forwarded to this office within stipulated time:-

1. Website of LBSNAA and DoPT
2. The Secretary, Ministry of Information & Broadcasting, Government of India, New Delhi-11000
3. The Secretary, Department of Personnel & Training, Government of India, New Delhi-110001
4. The Secretary, Ministry of Communication, Patel Chowk, Sanchar Bhawan, New Delhi-110001
5. The Secretary, Central Board of Excise & Customs, Department of Revenue, Ministry of Finance, Room No. 131, North Block, New Delhi-110001
6. The Secretary, Central Board of Direct Taxes, Department of Revenue, Ministry of Finance, Room No. 154-A, North Block, New Delhi-110001
7. The Director General, National Information Centre, CGO Complex, A Block, Lodhi Road, New Delhi-110003
8. The Chairman, Telecom Commission-cum-Secretary, Sanchar Bhawan, New Delhi-110001
9. The Secretary, Department of Electronics, Electronic Niketan, 6, CGO Complex, New Delh-110003i
10. The Director, Ministry of Statistics & PI, Sardar Patel Bhawan, Parliament Street, New Delhi-110001
11. The Director General, Central Statistical Organisation, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001
12. The Registrar General, Census, Man Singh Road, New Delhi-110001
13. The Chairman, Railway Board, Rail Bhawan, New Delhi-110001
14. The Secretary, Department of Science & Technology, Technology Bhawan, Mehrauli Road, New Delhi-110001
15. The Director General, Defence Scientific Information & Documentation Centre, Metcalf House, Timarpur, New Delhi -110054.
16. The Secretary, Planning Commission, Yojana Bhawan, Parliament Street, New Delhi-110001.
17. The Secretary, Ministry of Labour & Employment, Shram Shakti Bhawan, New Delhi-110001
18. All Central Training Institute
19. All State Training Institute
20. Notice Board

BIODATA/ CURRICULUM VITAE PROFORMA FOR SUBMISSION BY THE CANDIDATES FOR APPOINTMENT ON DEPUTATION

{In accordance with DoPT OM # AB-14017/28/2014-Estt.(RR) dated 2.7.2015}

(Submitted to LBSNAA, Mussoorie)

FOR THE POST OF _____

1.	Name & Address [in Block letters]	
2.	Date of Birth (in Christian era):	
3.	(a) Date of entry into service	
	(b) Date of retirement under Central/ State Government rules:	
4.	Educational Qualifications:	
5.	Whether Educational and other qualifications required for the post are satisfied. <i>(If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.)</i>	
	Qualifications/Experience required as mentioned in the advertisement/ vacancy circular .	Qualifications/Experience possessed by the Officer [in the case of Degree and Post graduate qualifications Elective/ main subjects may be indicated by the candidate]

	Essential	Essential
a)	Qualification:	Qualification:
b)	Experience	Experience
	Desirable	Desirable
a)	Qualification:	Qualification:
b)	Experience	Experience
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.	
5.2	Note: In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.	
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.	.
6.1	Note: 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.	

7. Details of Employment in chronological order. **Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.**

Office/Institution/ Organisation	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 / pay level granted under ACP/MACP are personal to the officer and therefore, should not be mentioned.
- Only Pay Band and Grade Pay/ Pay level 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 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	
d)	Name of the post and Pay of the post held in substantive capacity in the parent organization	
9.1 Note:	In case of Officers already on deputation, the application of such officers should be forwarded by the parent cadre/Department along with supporting document (Cadre Clearance, Vigilance Clearance and Integrity certificate)	
9.2 Note:	Information under Column 9(c) and (d) must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization.	
10.	if any post held on deputation in the past by the applicant, date of return from the last deputation, post and other details	
11.	Additional details about present employment, please state whether working under	
a)	Central Government	
b)	State Government	
c)	Autonomous Organisations	
d)	Government Undertakings	
e)	Universities	
f)	Others	

12.	Please state whether you are working in the same Department and are in the feeder grade of 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, Grade Pay, Total emoluments]	Basic pay (in level),
		Grade Pay/ Level
		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 Emolument

16-A	<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]</p> <p>Note: Enclose a separate sheet, if the space is insufficient.</p>	
16-B	<p>Achievement</p> <p>The candidates are requested to indicate information with regard to</p> <p>(i) Research Publications and Reports and</p>	

	Special Projects, (ii) Awards/Scholarship/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) 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 documents submitted in respect of Essential Qualifications/ 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 _____

(As is given in ID Proof)

Address: _____

: _____

Date:

Contact Number (Mobile/Telephone),..... .Email ID :.....

COUNTERSIGNED BY FORWARDING AUTHORITY.

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 possess educational qualification and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

Also certified that:

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His / Her integrity is certified.
- (iii) His / Her ~~complete ACR/APAR Dossier in original is enclosed~~/ photocopies of the ACRs/ APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
- (iv) No major/minor penalties have 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)