

VACANCY CIRCULAR
No.A-12011/5/2018-ADM
Government of India,
Department of Personnel & Training,
LAL BHADUR SHASTRI NATIONAL ACADEMY OF ADMINISTRATION,
MUSSOORIE

Dated: 10th July, 2018

To

The all Central Ministries/Departments/ Chief Secretaries of State Governments/
Government Libraries

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

Sir,

I am directed to say that it is proposed to fill up the post of Library and Information Officer in Lal Bahadur Shastri National Academy of Administration, Mussoorie on Deputation basis (including short term contract) basis. Pay matrix (Pay scale & Grade Pay), eligibility conditions and experience, period of deputation and duties etc. for the post is as indicated below:

Name of the Post	: Library and Information Officer
Pay in Pay Matrix	: Level 11 (Rs.67700/- _ 208700/-) in 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

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 :

- (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 Under Taking 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:

- (1) Assist the Incharge Library/PLIO in accordance with the policies set by Library Review and Development Committee.
- (2) Plans and evaluates levels of service and make recommendation to Incharge Library/PLIO
- (3) Under the guidance of Incharge Library/PLIO establishes work priorities and delegates appropriately
- (4) Understands and work within the financial structure of the Library System by providing budget input and monitoring relevant budget line items etc.
- (5) Confers periodically with library users to determine the extent to which existing library services meet their needs. Develops users awareness of library materials and services reviews the use of materials to plan for the future acquisition and gives input on budgetary needs.
- (6) Prepares reports, collect and monitors statistics.\
- (7) Assist the library staff.
- (8) Any other work assigned by the competent authority.

Age Limit:

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

Period:

The initial period of deputation (including short term contract) shall be for one year extendable upto maximum three years.

It is requested to circulate the vacancies and forward the application of the officers who are willing and fulfill the eligibility criteria and can be spared immediately in the event of their selection to the undersigned, complete in all respects along with documents (cadre clearance, Integrity certificate, vigilance clearance, Major/Minor penalty imposed during the last ten years and up-to-date ACRs dossiers (or photocopy of ACRs for the last 5 years duly attested on each page by Gazetted Officer) within 30 days from the date of publication in Employment News Paper.



(C. Sridhar)
Deputy Director (Sr.) &
Incharge Administration

BIO-DATA/ CURRICULUM VITAE PROFORMA**FOR THE POST OF**

1. Name and Address (in Block Letters)	
1.(A) Telephone No, Fax No. & e-mail address:	
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)	
Qualifications/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/Officer 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 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.	
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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-date) 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	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/Institute	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	
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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>9.1 Note: 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>9.2 Note: Information under Column 9(c) & (d) above 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/ 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>11. 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>			
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			
Basis 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.		
Basis Pay which Scale of Pay and rate of increment	Dearness Pay/Interim relief/other Allowances etc., (With break-up details)	Total Emoluments
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 Achievements: The candidates are requested to indicate information with regard to; <ul style="list-style-type: none"> (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: _____

Mobile/Telephone No. _____

E-mail address: _____

Date _____

Certification by the Employment/ 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 qualification 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 in enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)