

Government of India
Lal Bahadur Shastri National Academy of Administration (LBSNAA),
Mussoorie – 248179
[Government of India: Ministry of Personnel, Public Grievances & Pensions]
(Department of Personnel & Training)

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Website- <http://www.lbsnaa.gov.in>

No. A-12011/5/2018-ADM/Vacancy-03/23

Date: 29th March, 2023

VACANCY CIRCULAR

Subject: Filling up one post of Library and Information Officer (LIO) in the LBSNAA Mussoorie on deputation (including short term contract) basis.

Application are invited for filling up one post of Library & Information Officer (LIO) (General Central Service, Group 'A', Gazetted, Non-Ministerial) in Level-11 (Rs67700-208700) in the pay matrix in the Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie, District Dehradun on Deputation (including short term contract) basis. Eligibility conditions i.e. educational and experience qualifications, period of deputation etc. are indicated below:-

2. Eligibility Conditions :

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

- (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.

Note-1 The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation, and similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: 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 not exceed four years.

3. Duties and responsibilities of the post include:-

- i). Assist the in-charge 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 In-charge Library/PLIO.
- iii). Under the guidance of In-charge 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.

4. **Regulation of Pay and other terms of deputation:** The pay of the selection candidate will be regulated under the provision contained in the DoPT O.M. No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended time to time.

5. **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.

6. **Reservation for SC/ST:-** No provision for reservation exists for this post to be filled up on deputation basis.

7. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

8. Applications alongwith Biodata in the prescribed proforma (Annexure-I) of the eligible candidates whose service can be spared immediately on selection, together with the certificate from the forwarding Authority (in proforma at Annexure-I) along-with the following documents may be forwarded in respect of each candidate separately to the Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie 248179 within 60 days from the date of publication of the Advertisement in Employment News/rozgar Samachar. Applications after the last date or without the documents noted above or otherwise found incomplete will not be considered :-

- i Attached photocopies of APARs dossiers of the candidate for the last five years, duly attested on each page by a Gazetted Officer (original ACRs/ APARs **may not be sent**)
- ii Certificate of Cadre Clearance
- iii Certificate of Vigilance Clearance
- iv Certificate of Integrity and
- v Certificate of Major/ Minor penalties imposed on the official during last 10 years.

Application not forwarded through proper channel or those received without the requisite certificate and necessary documents will not be entertained.

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


(Shelesh Nawal)
Deputy Director (Administration)