



No. 3/1/2013-Adm.II

भारत सरकार

Government of India

विद्युत मंत्रालय

Ministry of Power

Shram Shakti Bhawan, Rafi Marg, New Delhi – 110001

Telephone No. 23715507; FAX No. 23717519

Date: - 2 APR 2013

VACANCY CIRCULAR

Subject: Filling up of the post of Library and Information Assistant in the Pay Band-2 Rs.9300-34800 + Grade Pay of Rs.4200 in the Ministry of Power by Composite method (Deputation plus Promotion) –regarding.

The undersigned is directed to say that it is proposed to fill up one post of Library and Information Assistant in the Ministry of Power in the General Central Service, Group 'B' Non-Gazetted, Non-Ministerial in the Pay Band-2 Rs.9300-34800 + Grade Pay of Rs.4200 by Composite method (Deputation plus Promotion).

2. The eligibility criteria and other terms and conditions for appointment are mentioned in Annexure-I. The pay, deputation (duty) allowance etc. of candidate selected for appointment will be regulated in accordance with the instructions contained in the Deptt. of Personnel & Training's O.M. No.6/8/2009-Estt(Pay-II) dated 17th June, 2010, as amended from time to time.

3. It is requested that application (in duplicate) in the prescribed proforma (Annexure-II) of eligible and willing officers whose services can be spared immediately on selection may be forwarded to the undersigned (Room No.24, Shram Shakti Bhawan, New Delhi-11001) within 60 days from the date of advertisement in the Employment News, together with the certificate from the Forwarding Authority (Annexure-III) along with the following documents:

- (i) Vigilance clearance Certificate
- (ii) Integrity Certificate
- (iii) Major/Minor Penalties Certificate for the last 10 years
- (iv) Copies of ACRs for the last five years duly attested by an officer not below the rank of Under Secretary.

4. The maximum age limit for appointment by deputation/absorption shall not be exceeding 56 years as on the closing date of receipt of applications. Applications not forwarded through proper channel or those received without the requisite documents/certificates or received after the last date will not be entertained.

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

6. It is requested that the above mentioned vacancy may be circulated among all the organizations of the Ministry/Department concerned.

"Government strives to have a work force who reflects gender balance and women candidates are encouraged to apply."



(P.P. Bose)

Under Secretary to the Government of India

Tel.No.23715327

ANNEXURE-I

1.	Name of the post:	Library and Information Assistant
2.	Number of posts:	One
3.	Classification:	General Central Service, Group 'B', Non-Gazetted Non-Ministerial
4.	Pay Band and Grade Pay:	Pay Band - 2 Rs.9300-34800 + Grade Pay of Rs.4200/-
5.	Method of Recruitment:	Composite method (Deputation plus Promotion)
6.	Eligibility:	<p>Composite method (Deputation plus Promotion): The Departmental Library Clerk with 13 years regular service in the grade in the pay band-1, Rs. 5200-20200 plus grade pay of Rs. 1900 shall also be considered along with outsiders. In case the Departmental Library Clerk is selected, the post shall be treated to have been filled by promotion. Note: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1.1.2006/ the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Pay Commission.</p> <p>Deputation: Officers under the Central Government:- (A) (i) holding analogous posts on regular basis in the parent cadre or organisation; or (ii) with six years' service in the grade rendered after appointment thereto on regular basis in posts in the Pay Band-1, Rs.5200-20200 with Grade Pay of Rs.2800 or equivalent in the parent cadre/department; or (iii) with ten years' service in the grade rendered after appointment thereto on regular basis in posts in the Pay Band-1, Rs.5200-20200 with Grade Pay of Rs.2400 or equivalent in the parent cadre/department; or (iv) with thirteen years' regular service possessing a Degree in Library Science and holding the post in the Pay Band-1, Rs.5200-20200 with Grade Pay of Rs.1900 or equivalent in the parent cadre/department; and (B) Possessing the following educational qualifications and experience:</p> <p>(i) Essential: (1) Bachelor's Degree in Library Science from a recognized University/Institute; or (2) Bachelor's Degree from a recognized University.</p> <p>(ii) Desirable: Two years' professional experience in a library of Central Government or State Government or Public Sector Undertaking or Autonomous Bodies or University; or Diploma in Computer Applications from a recognized University /Institute. The Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>(Period of Deputation including period of Deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.)</p> <p>Note: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1.1.2006/the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any upgradation.</p>
7.	Brief description of duties:	Administration, Processing documents, Acquisition of books and periodicals, Reference and Bibliographical Service, Circulation, display of promotional work, documentation, preservation, binding etc of a Departmental Library.

ANNEXURE-II**CURRICULAM VITAE PROFORMA FOR THE POST OF LIBRARY AND INFORMATION ASSISTANT IN MINISTRY OF POWER**

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)	
	Qualifications/Experience required	
	Essential (1)	Qualifications/Experience possessed by the officer
	(2)	
	(3)	
	Desirable (1)	
(2)		
6	Please state clearly whether, in the light of entries made by you above, you meet the requirements of the post	

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	From	To	Scale of pay and Basic Pay	Nature of duties (in details)
8	Nature of present employment, i.e. ad-hoc or temporary or regular					
9	In case the present employment is held on deputation, state (a) The date of initial appointment (b) Period of appointment on deputation (c) Name of parent office/organization to which you belong					
10	Please state whether you are working under Central Government or State Government/UTs or Universities or Recognized Research Institutions or PSUs or Semi-Government or Statutory or Autonomous Organizations					
11	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					
	Date	Pay Scale (Pre-revised)	Basic Pay (Pre-revised)	Date of revision of pay	Revised scale of pay, PB & GP	Revised Basic Pay
12	Total emoluments per month now drawn					
13	Additional information, if any, which you would like to mention in support of your suitability for the post (enclosed a separate sheet if the space is insufficient)					
14	Whether belongs to SC/ST/OBC					

Date:

Signature of the candidate

Full Office Address:

Countersigned

(Employer with Seal)

Annexure-III

(Certificate To Be Furnished By The Employer/Head Of Office/Forwarding Authority)

Certified that the particulars furnished by _____ are Correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

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 to the Govt. of India or above, are enclosed.
- (iv) *No major/minor penalty has been imposed on him/her during last 10 years*.
- (v) A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.*

Signature :
Name & Designation :
Telephone No. :
Fax No. :
Office Seal :

Place:

Date:

List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.

(*Strike out which is not applicable.)