

# Central Employment Exchange

Advertisement No. 04/2019

Date of Advertisement: 30.03.2019

Applications are invited for the following post by various employers indicated in the advertisement up to **15.4.2019** in the prescribed format (**Annexure-II**) given at the end of the advertisement. In respect of applications sent only by post/speed post from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Jammu & Kashmir, Lahaul & Spiti district and Pangi sub division of Chamba district of Himachal Pradesh, A&N Islands or Lakshdweep or abroad the last date of receipt of application by the employer is **19.04.2019**. Applications received after due date will not be considered.

**Candidates are required to send their application directly by to the respective employers.**

**Applications for the post of Library Information Assistant (ILA), are to be sent to The Ex-Cadre, Director (General), Publication Division, Ministry of Information & Broadcasting, Room No. 692, 6th Floor, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi -03.**

**Sl. No. (01) Library Information Assistant : (01) UR**

**Pay Band: 2 Rs. 9300-34800/- G.P. Rs. 4200/-)**

**Age: 25 years**

**Qualification Essential:** 1. Must have passed Intermediate or equivalent examination of a recognized University. Previous experience as Librarian. A diploma of certificate in Library science.

**Desirable :** Degree of recognized University.

**Duties:** 1. Taking care of the Department Library.

2. Ensuring that the books are properly listed accounted and arranges in designated racks/shelves.

3. Issuing books to Editors/officers.

4. Maintenance of the record/issues registers of books and journals.

5. Procurement of books, news papers and journals as required by the office.

**Place of Work:** New Delhi (Hqrs.).

## INSTRUCTION AND ADDITIONAL INFORMATION FOR CANDIDATES

1. Separate applications are required for each post quoting advertisement no. and sl. no. of the post.
2. Self-attested photocopies of educational/reservation categories/experience certificates etc., if any, should be enclosed with the application.
3. Upper age limit relaxable for SC/ST/OBC, EX-SERVICEMEN, Physically Handicapped, Widow, Divorce Women and Women judicially separated from their husband and Govt servants etc. as per rules.
4. Only those SC/ST candidates who are not employed anywhere will be paid TA for attending interview, if admissible under rules.
5. Application in any case should not be sent to Central Employment Exchange/Local Exchange.

## ABBREVIATIONS USED

OBC: OTHER BACKWARD CLASS

UR: UN-RESERVED

SC: SCHEDULED CASTE

AI SL: ALL INDIA SERVICE LIABILITY

## FORMAT OF APPLICATION FORM

1. Advertisement No.
2. Serial number of the post:
3. Post applied for:
4. Name of Employment Exchange where registered: if any
5. Employment Exchange Registration No., if any
6. Name of the applicant (Mr./Miss/Mrs.):  
In block letters
7. Date of Birth  
Date      Month      Year  

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8. Father's Name:
9. Address (in full): .....
10. Nationality:
11. Category to which belong (SC/ST/OBC)  
**(ATTACH PHOTOCOPY OF CERTIFICATE)**
12. Whether Ex-Serviceman (Yes/No) :
13. Whether Physically Handicapped (Yes/No)
14. Academic/Technical/Professional qualifications  
(Beginning with matriculation level) attach photocopies of certificates

Sl. No.	Name of Exam	Year of Passing	Univ./Board	Div./ Class/Grade	Subjects	% of Marks

15. Experience (attach photocopies of certificates in support of experience):

Sl. No.	Name of Employer/ Org.	Period From - To	Designation	Pay Scale/Pay	Nature of Duties	Reasons for Leaving

I solemnly declare that the statement made by me in this form are correct to the best of my knowledge and belief.

**Dated:**

**(Signature of the candidate)**

**Place:**

List of enclosures :  
1.  
2.  
3.

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