

No. A-12023/01/2020-Ad.I  
भारत सरकार/GOVERNMENT OF INDIA  
मंत्रिमंडल सचिवालय/CABINET SECRETARIAT  
राष्ट्रपति भवन/RASHTRAPATI BHAVAN

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New Delhi, the 16 June, 2021

CIRCULAR

**Subject: Filling up the post of Assistant Library and Information Officer (Group 'B', Gazetted, Pay Level – 7) in Cabinet Secretariat on deputation/absorption basis.**

Reference Cabinet Secretariat's Circulars of even number dated 27.10.2020 and 13.01.2021. It is proposed to fill up one post of Assistant Library and Information Officer (Group 'B', Gazetted, Pay Level – 7) in Cabinet Secretariat on deputation/absorption basis. The eligibility conditions for appointment to the post are given in Annexure-I.

2. The service of persons appointed on deputation will be governed by the terms and conditions laid down in DoP&T's O.M. No. 2/29/91-Estt.(Pay II) dated 05.01.1994 and 2/11/2007-Estt.(Pay-II) dated 24.11.2017.

3. It is requested that the applications of eligible and willing officers who can be relieved, if selected, may be forwarded in the prescribed proforma as in Annexure-II (as prescribed in DoPT's O.M. No. AB.14017/28/2014-Estt.(RR) dated 02.07.2015) along with the following documents, to the Director (Administration), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi-110004 latest by 20.08.2021 :-

- (i) Photocopies of the ACRs for the last 05 years duly attested by an officer of the rank of Under Secretary to the Govt of India or above.
- (ii) Vigilance/administrative clearance certificate.
- (iii) Statement showing major/minor penalties, if any, imposed during the last 10 years.
- (iv) Cadre clearance.

4. Applications received otherwise than through proper channel and/or without the above mentioned documents and/or after the due date shall not be entertained. The applications not accompanied by supporting certificates/documents in support of qualification and experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection. The candidates who apply for the post shall not be allowed to withdraw their candidature subsequently. The candidates who have already submitted their applications through proper channel and accompanied by the necessary documents need not apply again.

Encl: as above

*Saumitra Sahar*

(Saumitra Sahar)

Under Secretary to the Government of India

Tel: 23014224

1. All Ministries/Departments of Government of India.
2. NIC- with the request to post the Circular on the website of Cabinet Secretariat and also on Intranet.
3. Hindi Section – for Hindi Version.

O/C  
16/06/21

## Annexure-I

Name of the post	:	Assistant Library and Information Officer
Number of posts	:	01 (One)
Classification	:	General Central Service, Group 'B' Gazetted, Non-Ministerial
Pay Scale of the post	:	Level-7 of Pay Matrix as per 7 <sup>th</sup> CPC scale (PB 2 with Grade pay of 4600 as per 6 <sup>th</sup> CPC Scale)
Method of recruitment	:	Deputation/Absorption
Period of deputation	:	Three years  (Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not exceed three years.)
Eligibility	:	Officers of the Central Government -  (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or  (ii) with five years service in the level rendered after appointment thereto on a regular basis in posts in the level 6 in the pay matrix or equivalent in the parent cadre or department
Educational and other Qualifications	:	Essential:  (i) Bachelor's degree of a recognised university.  (ii) Bachelor's degree or equivalent diploma in Library Science of a recognized University or Institute.  (iii) Two years professional service in a library of Central Government or State Government or Public Sector Undertakings or Autonomous Bodies or University.  Or  Diploma in Computer Applications from a recognized University or institute or equivalent.  Desirable:  Master's Degree in Library Science of a recognized University.
Upper Age limit	:	Not exceeding 56 years as on the closing date of receipt of applications.
Note	:	The crucial date for determining the eligibility will be the last date for receipt of applications.

## DUTIES OF THE ASSISTANT LIBRARY & INFORMATION OFFICER

1. Administrative and technical work.
2. Overall supervision of the library.
3. To fulfil the need & requirement of all the Units of Cabinet Secretariat.
4. Acquisition of books and other reading material.
  - a. Receiving books on approval.
  - b. Primary selection of books from the Book Seller for approval.
  - c. Making a list of approval books for selection.
  - d. Books, after getting selection from the approval list struck off not selected books from the approval memo.
  - e. Physically checking of book as well as bibliographical details.
  - f. Taking financial approval of selected/requisitioned books.
  - g. Putting library stamp on the book at 3 places as well as writing of accession no. and date on the same stamps.
  - h. Accessioning of all the publications through computer viz. date, accession number, author/editor, title, edition, place of publication, name of publisher, year of publication, pages, price, bill no. and date
  - i. Passing of bills in triplicate for payment.
5. Classification of publications
6. To maintain and update on line library catalogue.
7. Acquisition of newspapers & periodicals and payment of their bills.
  - a. Registration of newspapers and periodical/journals,
  - b. Keep watch for their regular supply,
  - c. Issue of reminders wherever necessary.
  - d. Marking the periodicals.
  - e. Display of periodicals on the rack.
8. Passing of all the bills regarding purchase of Newspapers and Magazines.
9. Passing of all the bills regarding reimbursement of newspapers/magazines for all the officers of Cabinet Secretariat.
10. Supervision and Control of circulation of newspapers and periodicals at the residence and office of Ministers, Sr. Officers and Branch Officers.
11. Issue & return of the books.
  - a. Maintenance of loan record.
  - b. Issue of Reminders for overdue books.
12. Handling of work regarding implementation of Hindi in office work.
13. General administrative work viz. helping the audit party and reply to their enquiries and objections
14. Maintenance & distribution of rules books, dictionaries & official documents.
15. All Library Typing work through computer.
16. Correspondence work.
17. Any other work assigned by the higher officers of the Cabinet Secretariat.

**BIO-DATA/ CURRICULUM VITAE PROFORMA**

1.Name and Address (in Block Letters)		
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/Office 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.		
<p>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.</p>		

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/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 the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p><b>9.1 Note:</b> 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><b>9.2 Note:</b> Information under Column 9(c) &amp; (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.

**11. Additional details about present employment:**

Please state whether working under (indicate the name of your employer against the relevant column)

- a) Central Government
- b) State Government
- c) Autonomous Organization
- d) Government Undertaking
- e) Universities
- f) Others

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.

Basic Pay with 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)	
<b>16.B Achievements:</b> The candidates are requested to indicate information with regard to; (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 \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

**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 possesses educational qualifications 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 is enclosed. (as the case may be)

**Countersigned****(Employer/ Cadre Controlling Authority with Seal)**