

**No. A-12025/1/2020-Ad.I-MCA**  
**Government of India**  
**Ministry of Corporate Affairs**  
**(Administration-I Division)**  
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A-wing, 5<sup>th</sup> Floor, Shastri Bhawan,  
New Delhi, dated: 01<sup>st</sup> February, 2021

**OFFICE MEMORANDUM**

Sub: Filling up the post of Library and Information Officer (General Central Service, Group- 'A', Gazetted, Non-Ministerial) in Level 11 of CCS (RP) Rules 2016 in the Ministry of Corporate Affairs through Composite Method [Deputation (including Short Term Contract) plus promotion basis] – **Extension of last date – regarding.**

This Ministry wide vacancy circular of even number dated 04<sup>th</sup> December, 2020 (copy enclosed), had invited application for filling up one post of Library & Information Officer (General Central Service, Gr-A, Gazetted, Non-Ministerial) in the Level 11 of CCS (RP) Rules 2016 in the Ministry of Corporate Affairs on deputation (including Short Term Contract) plus promotion basis.

2. The last date for receipt of application in the Ministry, complete in all respect, stands extended to 03<sup>rd</sup> March, 2021. Interested officials are requested to submit their application in prescribed format latest by 03<sup>rd</sup> March, 2021 till 05.00 PM. Circular for wide publicity in this regard is attached
3. This may kindly be given wide publicity.

Encl: a.a



(Riazul Haque)

Under Secretary to Government of India

Email: r.haque@gov.in

Tele: 011-23381349

Copy to:

1. All Ministries/Departments of Govt. of India (as per list attached).
2. Principal Secretaries of State Govt. /Union Territories, Cadre Controlling Authorities of Universities/ Autonomous Organizations, with request to give wide publicity to this Vacancy Circular.
3. The Director, DAVP with a request to publish this circular (indicative) in the ensuing issue of Employment News and one national daily newspaper (English) as done earlier on 19 December'20 in this matter.
4. The Director (CS. I), DoP&T- with a request to upload the vacancy circular on the official website of DoP&T.
5. National Career Service (NCS) Portal, Ministry of Labour & Employment, Shram Shakti Bhawan Rafi Marg, New Delhi-110001 - for uploading the vacancy circular on their official website.
6. E-Gov. Cell, MCA with a request to upload the vacancy circular on the official website of the Ministry



(Riazul Haque)

Under Secretary to Government of India

**No. A-12025/1/2020-Ad.I-MCA**  
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A-wing, 5<sup>th</sup> Floor, Shastri Bhawan,  
New Delhi, dated: 04<sup>th</sup> December, 2020

**VACANCY CIRCULAR**

Sub: Filling up the post of Library and Information Officer (General Central Service, Group-'A', Gazetted, Non-Ministerial) in Level 11 of CCS (RP) Rules 2016 in the Ministry of Corporate Affairs through Composite Method [Deputation (including Short Term Contract) plus promotion basis].

It is proposed to fill up one post of Library & Information Officer (General Central Service, Gr-A, Gazetted, Non-Ministerial) in the Level 11 of CCS (RP) Rules 2016 in the Ministry of Corporate Affairs on deputation (including Short Term Contract) plus promotion basis

**2. Eligibility conditions:** Composite Method:-Deputation (including Short Term Contract) plus Promotion

Officers of the Central Government or State Government or Union territories or Public Sector Undertakings or Universities or Recognised Research Institutions or Autonomous Bodies or Statutory Organisation,-

- (a) (i) holding analogous posts on a regular basis; or  
(ii) with seven years' service in the grade rendered after appointment thereto on a regular basis in posts in level 7 (Rs.44900-142400) in the pay matrix or equivalent in the parent cadre or Department; and
- (b) possessing the educational qualifications and experience as below :-

**Essential:**

- (i) Bachelor's Degree in Library Science or Library and Information Science from a recognised University or Institute; and
- (ii) Five years professional experience in a Library under the Central or State Government or Autonomous or Statutory Organisation or Public Sector Undertakings or University or Recognised Research or Educational Institution.

**Desirable:**

- (i) Master's Degree in Library Science or Library and Information Science from a recognised University or Institute
- (ii) Diploma in Computer Application from a recognised University or Institute
- (iii) One year experience of computerising Library activities in a Library under the Central or State Government or Autonomous or Statutory Organisation or Public Sector Undertaking or University or Recognised Research or Educational Institution.
- (iv) One year professional experience in dealing with subjects relating to the Ministry of Corporate Affairs.

**Note-1:** The Departmental Assistant Library and Information Officer in level-7 in the pay matrix with seven years regular service in the grade and having the educational qualifications and experience prescribed for considering appointment on deputation basis shall be considered along with outsiders and if the Departmental candidate is selected for appointment to the post, it shall be treated as having been filled by promotion.

**Note-2:** The period of deputation including short term contract including the 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 ordinarily not exceed four years.

**Note-3:** The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding fifty six years as on the closing date of receipt of applications.

**3. List of duties & responsibilities attached to the post of Library & information officer:**

- (i.) The officer shall have the custody and safe keeping of books, property and belonging to the library.
- (ii) Supervises the work related to running of library and dissemination of information.
- (iii) To perform a variety of professional library duties, which require an in depth theoretical understanding of libraries.
- (iv) Purchase and supply of books periodicals and other publications required in the branches and their proper entries in the Accession Register.
- (v) To supervise the maintenance of all record of library from time to time including issue and return of Library books.
- (vi) To formulate Budget estimates for the library.
- (vii) Updating the current information through magazines, journals, pamphlets, newspapers and newsletters.
- (viii) Submitting of important news press clippings to HODs.
- (ix) Any other work assigned from time to time.

**4. Regulation of pay and other terms of deputation:**

The pay of the selected candidate will be regulated under the provisions contained in the DoPT O.M. No.6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.

**5. Age limit:**

The maximum age-limit for appointment by deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of applications.

**6. Period of deputation:**

Period of deputation (ISTC) shall be initially for four year to be extendable as per DoPT guidelines.

**7. Consultation with UPSC:**

Consultation with Union Public Service Commission is necessary.

**8. Reservation for SC/ST:**

No provision for reservation exists for the posts to be filled up on deputation basis.

9. Application along with Bio-data (**in duplicate**) in the prescribed proforma (Annexure-I) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the forwarding Authority (in proforma at Annexure-II) along with the following documents:

- (i) Integrity certificate
- (ii) Statement of major/ minor penalties imposed if any, on the official during the last 10 years; (if no penalty has been imposed a 'Nil' certificate should be enclosed).
- (iii) Vigilance clearance certificate.
- (iv) Attested photocopies of the ACRs for the last five years i.e. 2014-15 to 2018-19 (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India).
- (v) Cadre clearance.


may be forwarded in respect of each candidate separately to the undersigned in Room No. 526, A-Wing, 5<sup>th</sup> floor, Shastri Bhawan, Dr. Rajendra Prasad Marg, New Delhi – 110 001, within 45 days of publication of this advertisement in the Employment News. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.

10. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. Government strives to have a workforce who reflect gender balance and women candidates are encouraged to apply.

  
**(S.K. Vashishtha)**  
**Deputy Secretary to the Govt of India**  
Email: [sk.vashishtha@nic.in](mailto:sk.vashishtha@nic.in)  
Tele: 011-23384502

Copy to:

1. All Ministries/Departments of Govt. of India (as per list attached).
2. Principal Secretaries of State Govt. /Union Territories, Cadre Controlling Authorities of Universities/ Autonomous Organizations, with request to give wide publicity to this Vacancy Circular.
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**(S.K. Vashishtha)**  
**Deputy Secretary to the Govt of India**

**Proforma for application for the post of Library and Information Officer on Deputation including short term contract plus promotion in the Ministry of Corporate Affairs**

**BIO-DATA PROFORMA**

1.	Name and Address (in Block letters) with contact no.	
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 (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)	
5.	Whether Educational and other Qualifications required for the post are satisfied. (If any of the Qualifications 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 vacancy circular	Qualifications/ Experience possessed by the officer
	<b><u>Essential</u></b>	<b><u>Essential</u></b>
(i)	(a) Holding analogous post on regular basis or equivalent; or (b) Do you possess seven years' service in the grade rendered after appointment thereto on a regular basis in level-7 (Rs.44,900-1,42,400/-) of the pay matrix or equivalent and	
(ii)	<b><u>Qualifications:</u></b> Bachelor's Degree in Library Science or Library and Information Science from a recognised University or Institute; and	<b><u>Qualifications:</u></b>
(iii)	<b><u>Experience:</u></b> Five years professional experience in a Library under the Central or State Government or Autonomous or Statutory Organisation or Public Sector Undertakings or University or Recognised Research or Educational Institution.	<b><u>Experience:</u></b>
	<b><u>Desirable</u></b>	<b><u>Desirable</u></b>
(i)	<b><u>Qualifications:</u></b> (a) Master's Degree in Library Science or Library and Information Science from a recognised University or Institute (b) Diploma in Computer Application from a recognised University or Institute	
	<b><u>Experience:</u></b> (a) One year experience of computerising Library activities in a Library under the Central or State Government or Autonomous or Statutory Organisation or Public Sector Undertaking or University or Recognised Research or Educational Institution. (b) One year professional experience in dealing with subjects relating to the Ministry of Corporate Affairs	

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				
7.	Details of Employment, in chronological order. (Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.)				
Office/ organisation	Post held on Regular Basis	Period of service		*Level in Pay Matrix/ Pay Band and Grade Pay/ Pay Scale of the post held on Regular Basis	Nature of Duties (in Detail) highlighting experience required for the applied post
		From	To		
(1)	(2)	(3)	(4)	(5)	(6)
<p><b>*Important:</b> Pay Band and Grade Pay granted under ACP/MACP are personal to the Officer and therefore should not be mentioned. Only Level in Pay Matrix/ Pay Band and Grade Pay/Pay Scale of the posts 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;</p>					
Office/ Institution	Level in Pay Matrix/ 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 and pay of the post held in substantive capacity in the parent organization	
<p><b>9.1 Note:</b> In case of officers already on Deputation, the application 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/organization</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:	
	Basic Pay	Level of Pay Matrix
		Total Emoluments
15.	In case the applicant belongs to an organization which is not following the Central Government, Pay Scales, the latest Salary Slip issued by the Organization 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.	<p><b>A.) Additional Information, if any, relevant to the post you applied for in support of your suitability for the post.</b></p> <p>(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)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
	<p><b>B.) Achievements:</b></p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards/ Scholarships/ Official Appreciation</p> <p>(iii) Affiliation with the professional bodies/ institutions/ Societies and;</p> <p>(iv) Patent registered in own name or achieved for the organisation</p> <p>(v) Any research/ innovation measure involving official recognition</p> <p>(vi) any other information.</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
17.	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 relevant 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 provide 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.

Date \_\_\_\_\_

(Signature of the Candidate)

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **CERTIFICATE BY THE EMPLOYER/CADRE CONTROLLING AUTHORITY**

The information /details provide 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 ACR's 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)**