

New Delhi, October, 2023

CIRCULAR

Subject: Filling up of one post of Library & Information Officer (LIO) in Level 11 in the Pay Matrix on deputation basis in the Library & Information Cadre of the Ministry of External Affairs.

It is proposed to fill one post of Library & Information Officer (LIO) in the Library & Information Cadre of the Ministry of External Affairs on deputation basis for a period of three years initially from amongst officers of the Central Government or State Government or Union territories or autonomous or statutory organisation or public sector undertakings or University or recognised research institutions holding analogous posts on a regular basis in the parent cadre or department; or officers with seven years' regular service in posts in Level 7 in the Pay Matrix Rs.44900-142400 or equivalent; and possessing the following educational qualifications and experience, namely:-

a) Essential:-

- I) Masters Degree in Library Science or Library and Information Science from a recognised University or Institute;
- II) Five years' professional experience in a Library under Central Government or State Government or autonomous or statutory organisation or public sector undertaking or University or recognised research or educational institution.

b) Desirable:-

- (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; or
- (ii) One year experience of indexing, abstracting and retrieval of documents or information using library management software; or
- (iii) Diploma in Computer Application from a recognised University or Institute; or
- (iv) Certificate course of six months duration in one or two foreign languages other than English from a recognised University or Institute.

2. 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 to exceed four years. 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.


2.

3. It is requested that above-mentioned requirement may please be circulated / advertised to the entire field / sources, including Attached/Subordinate Offices (amongst all the eligible officers of various Ministries/ Departments) concerned. Interested applicants may send their applications through proper channel in the enclosed proforma, in duplicate, to the undersigned within a period of 2 months from the date of publication of this circular. Applications received after the last date or otherwise incomplete shall not be considered.

4. Pay of the selected officer shall be fixed in the scale of the post in accordance with rules prescribed by the Government.

5. The following documents may also please be sent along with nomination:-

- i. Statement of Bio-data in the prescribed proforma (as per Annexure), in duplicate, duly signed and forwarded through proper channel.
- ii. Attested copies of the CR dossiers for the years 2017-18 to 2021-22 (attested on each page by an officer not below the rank of Under Secretary).
- iii. Vigilance Clearance Certificate
- iv. Integrity Certificate
- v. A statement of major/minor penalty, if any, imposed on the officer during the last 10 years.
- vi. Cadre Clearance Certificate.


(Ajith John Joshua)
Deputy Secretary (Cadre)
Room No. 4086, B Wing, Jawaharlal Nehru Bhawan
Ministry of External Affairs
Tel.: 23085368

Enclosure: Proforma

To:-

1. All Ministries/Departments of Central Government(**)
2. All Notice Boards in the Ministry of External Affairs
3. JS(AD)/Dir(ADP)/US(PF)/Dir(Lib & Info)

(**) All Ministries/Departments are requested to circulate the vacancies to the entire field/sources, including Attached/Subordinate Offices.

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
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.	
5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.	

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.

6.1 Note: Borrowing Departments are to provide their specific comment/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio- data) with reference to the post applied.

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>9.1 Note: 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>9.2 Note: Information under Column 9(c) & (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>			

<p>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>	
<p>11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <ul style="list-style-type: none"> a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others 	
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>	
<p>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</p>	

14.Total emoluments per month now drawn		
Pay Level & Basic Pay (as per the 7 th CPC)	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
<p>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)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p>16.B Achievements: 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.</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>		

<p>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)</p>	
<p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

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)