

OFFICE OF THE CHIEF SECRETARY
PUDUCHERRY.
No. 162/CS/2018
Received on 17/1/18
Despatched on 18 JAN 2018

O/o. SECRETARY
No. 44/2/CS/PA/18
RECEIVED 18 JAN 2018
DESPATCHED 18 JAN 2018

IMMEDIATE

No. A-12011/18/92-Estt.

Government of India

Ministry of Consumer Affairs, Food and Public Distribution
(Department of Consumer Affairs)

Krishi Bhawan, New Delhi
Dated the, 8th January, 2018

- To
1. All the Ministries/Departments of Govt. of India
 2. The Chief Secretaries to all the State Governments/UTs

Subject:- Filling up one post of Assistant Library and Information Officer in Level - 7 (Rs.44,900 - 1,42,400) in Department of Consumer Affairs, Krishi Bhawan, New Delhi by Deputation(Including Short Term Contract)- regarding.

I am directed to say that this Department proposes to fill up one post of Assistant Library and Information Officer in Level-7 (Rs. 44,900-1,42,400), General Central Services, Group 'B' Non-Gazetted, Non-Ministerial in Department of Consumer Affairs, Ministry of Consumer Affairs, Food & Public Distribution, Krishi Bhawan, New Delhi. The post is to be filled up by Deputation (Including Short Term Contract) from the officers under the Central Government or State Governments or Union Territories or public sector undertakings or universities or recognized research institutions or semi-Government or autonomous bodies or statutory organisations. The details of eligibility criteria have been given in the Vacancy Advertisement (enclosed herewith).

2. It is requested that applications of interested and eligible officers, who could be spared in the event of their selection, may be sent through proper channel in the prescribed proforma in triplicate along with their last 5-years' ACRs/APARs so as to reach the Under Secretary(Establishment), Room No. 373-C, Department of Consumer Affairs, Ministry of Consumer Affairs, Food & Public Distribution, Krishi Bhawan, New Delhi - 110001 within 60 days from the date of publication of advertisement for this post in the Employment News. Application received after the due date or found incomplete will not be considered. While forwarding the application, the sponsoring organization should verify and certify that the particulars furnished by the applicant are correct. The following information/documents also need to be sent along with the application :-

- (a) Vigilance Clearance;
- (b) Integrity Certificate;
- (c) Major/Minor Penalty Statement during the last 10 years;
- (d) Photocopies of the ACRs/APARs of last 5 years duly attested of each page by an officer not below the rank of Under Secretary to the Govt. of India.

3. Applications not in the prescribed proforma and/or not accompanied by cadre clearance, vigilance clearance, integrity certificate, details of major/minor penalties imposed during the preceding 10 years and the copies of ACRs/APARs of the last 5 years duly attested on each page are liable to be rejected summarily.

Yours faithfully,

(A.K. Pandey)

Under Secretary to the Govt. of India
Tel. No. 011-23381120

Encl :- As above.

0075
18-01-18

SS1

vx (pass) To

Sy (CS)
Sir,

18/1

2
18/1

SS1 (3)
19/1/18

F.No. A-12011/18/92-Estt.
Government of India
Ministry of Consumer Affairs, Food & Public Distribution
Department of Consumer Affairs

Krishi Bhawan, New Delhi
January, 2018

Vacancy Advertisement

It is proposed to fill up one post of Assistant Library and Information Officer in the Level-7 (Rs. 44,900-1,42,400) of pay matrix, General Central Service, Group'B' Non-Gazetted, Non-Ministerial in the Department of Consumer Affairs in the Ministry of Consumer Affairs, Food and Public Distribution. The post is proposed to be filled up by Deputation (Including Short Term Contract) from the officers under the Central Government or State Governments or Union territories or public sector undertakings or universities or recognized research institutions or semi-Government or autonomous bodies or statutory organisations:-

- (A)(i) Holding analogous posts on regular basis in the parent cadre or Department; or
- (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-6 (Rs. 35400-1,12,400) in the pay matrix or equivalent in the parent cadre or Department
- (B) Possessing the following Educational Qualification and Experience:-

Essential:-

- (i) Bachelor's Degree in Library Science or Library and Information Science from a recognised university or institute, and
- (ii) two years' professional experience in a Library under Central Government or State Government or autonomous or statutory organisation or public sector undertaking or university or a recognised research or educational

Desirable:-

- (i) Masters' Degree in Library Science or Library and Information Science from a recognized university or institute;
- (ii) Diploma in computer Application from a recognized university or institute.

Note 1:- Period of deputation including 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 not to exceed three years.

Note 2:- The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56-years as on the closing date of receipt of application.

.....2/-

2. Officers selected will have the option to draw his Basic Pay plus deputation duty allowance or to have his pay fixed in the scale of pay of the post in accordance with DOP&T's OM No. 6/8/2009-Estt, (pay-II) dated 17th June, 2010 as amended from time to time.

4. Applications of interested and eligible officers, who could be spared in the event of their selection may be sent through proper channel in the prescribed proforma (Annexure - I) in triplicate along with their last 5-years' Annual Performance Appraisal Reports so as to reach the Under Secretary(Estt.), Room No. 373-C, Department of Consumer Affairs, Krishi Bhavan, New Delhi within 60-days from the date of publication of this advertisement in the Employment News. Application received after the due date or found incomplete will not be considered. While forwarding the application, the sponsoring organisation should verify and certify that the particulars furnished by the applicant are correct. The following information/documents also need to be sent along with the application:-

- (i) Cadre Clearance;
- (ii) Vigilance Clearance keeping in view the instructions contained in DoP&T's O.M.s No. 14017/101/91-Estt.(RR) dated 14.07.1993 and No. 11012/11/2007-Estt.(A) dated 14.12.2007;
- (iii) Integrity Certificate;
- (iv) Major / Minor Penalty Statement imposed during the last 10-years; and
- (v) Photocopies of the APARs of last 5-years duly attested of each page by an officer not below the rank of Under Secretary in the Govt. of India.

5. Applications not in the prescribed proforma and/or not accompanied by cadre clearance, vigilance clearance, integrity certificate, details of major/minor penalties imposed during the last 10-years and upto date APARs dossiers for the last 5 years duly attested on each page are liable to be rejected summarily.



(A.K. Pandey)
Under Secretary(Estt.)
Tel. 23381120

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 Bachelor's Degree in Library Science or Library and Information Science from a recognised university or institute	A)Qualification
B)Experience two years' professional experience in a Library under Central Government or State Government or autonomous or statutory organisation or public sector undertaking or university or a recognised research or educational	B)Experience
Desirable	Desirable
A)Qualification (i) Masters' Degree in Library Science or Library and Information Science from a recognized university or institute (ii) Diploma in computer Application from a recognized university or institute	A)Qualification
B)Experience	B)Experience