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File No. A-12018/1/2009-Admn.I (Vol.II) (EFS 3095980)  
Government of India  
M/o Housing and Urban Affairs  
(Admin.-I Section)  
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Nirman Bhawan, New Delhi  
Dated: 08 February 2019

**OFFICE MEMORANDUM**

**Subject: Filling up of the post of Assistant Library and Information Officer in the Ministry of Housing and Urban Affairs on Deputation (including short term contract) basis – reg.**

The undersigned is directed to say that, one post of **Assistant Library & Information Officer in Level 7 in the Pay Matrix (Rs.44900-142400)** in Ministry of Housing and Urban Affairs is required to be filled up on **Deputation (including short term contract) basis**.

2. The eligibility criteria alongwith other details of the post are given at **Annexure-I**. The period of deputation will be initially for a period of three years, which can be further extended as per Govt. of India instructions on this subject. The person selected will be entitled to draw pay in accordance with the DOP&T's OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.
3. Applications (**in duplicate**) of the eligible & willing officers, in the prescribed format at **Annexure-II**, may be forwarded through proper channel, to the **Under Secretary (Admn.), M/o Housing and Urban Affairs, Room No. 209, C-Wing, Nirman Bhawan, New Delhi, within 45 days**. The application should also be accompanied by photocopies of APARs/ACRs for the last five years duly attested by an officer not below the rank of Under Secretary or equivalent. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct and no vigilance or disciplinary case is either pending or being contemplated against the applicant. The integrity of the officer may also be certified and it may also be confirmed that no major/ minor penalties have been imposed on him/her during the last 10 years of service.
4. Applications received after the last date or without the above mentioned documents or otherwise found incomplete will not be entertained and no correspondence will be made or entertained in this regard.
5. The maximum age limit for appointment on deputation (including short term contract) shall be 56 years. Accordingly, the persons who will be crossing the age of 56 years, on the last date of receiving of applications as indicated in above para need not apply.
6. Officers who volunteer for the post will not be permitted to withdraw their names later on. Only such applications, which are accompanied by requisite personal data, as per **Annexure-II** and are **received through proper channel**, will be entertained.

Asst  
08.02.19

Continued....

*From prepage.*

7. This vacancy circular alongwith Annexure-I & Annexure-II is also available in the website of M/o Housing and Urban Affairs at each of the following links:-

[http:// www.mohua.gov.in](http://www.mohua.gov.in) → What's New (scroll)

[http:// www.mohua.gov.in](http://www.mohua.gov.in) → Publication → Circular

8. All Ministries/Departments of the Central Government with the request that wide publicity may be given to the vacancy circular in their Ministry/ Department and in their attached/subordinate offices.

Encls. As above.

*Asim*  
08.02.19

(A K Sinha)

Under Secretary to Govt. of India

Telefax: 011-23061426

To,

1. All Ministries/Departments of the Central Government.
2. All Attached/Subordinate Offices of Ministry of HUA.
3. ✓ SO, IT Cell for uploading on e-office.
4. NIC Cell for uploading the circular on the website of the Ministry.

**ANNEXURE-I**

1.	Name of the Post	Assistant Library and Information Officer [General Central Services, Group 'B' Gazetted, Non-Ministerial]
2.	No. of Post	01 (one)
3.	Scale of Pay	Level 7 (Rs.44900 – 142400) in Pay Matrix [pre-revised Pay Band-2 (Rs.9,300 – 34,800) + Grade Pay of Rs.4,600/-]
4.	Method of Recruitment	Deputation (including short term contract)
5.	Eligibility	<p>Officers under the Central Government or State Government or Union territories Administrations or autonomous body or statutory organisation or public sector undertakings or University or Recognised research institution, –</p> <p>(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 level 6 in the pay matrix (Rs.35400 – 112400) or equivalent, in the parent cadre or department; and</p> <p>(b) possessing the following educational qualifications and experience :–</p> <p><b>Essential:</b></p> <p>(i) Bachelors Degree in Library Science or Library and Information Science of a recognised University or Institute; (ii) Two years' professional experience in a Library under Central Government or State Government or autonomous body or statutory organisation or public sector undertakings or University or recognised research or educational institution.</p> <p><b>Desirable:</b></p> <p>(i) Masters degree in Library Science or Library and Information Science of a recognised University or institute. (ii) Diploma in Computer Application from a recognised University or institute.</p>
6.	Age	The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.
7.	Period of Deputation	Period of deputation (including short term contract) including period of deputation (including short term contract) in another <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years.

**CURRICULUM VITAE PROFORMA**

1. Name of the Candidate  
(in Block Letters) :
2. Address in Block Letters  
Including Contact Number :
3. Date of Birth (in Christian era) :
4. Date of Retirement :
5. Educational Qualifications  
and Experience :

Qualifications/ Experience required	Qualifications/ Experience possessed by the Candidate
<p><b>Essential:</b></p> <p>(i) Bachelors Degree in Library Science or Library and Information Science of a recognised University or Institute;</p> <p>(ii) Two years' professional experience in a Library under Central Government or State Government or autonomous body or statutory organisation or public sector undertakings or University or recognised research or educational institution.</p> <p><b>Desirable:</b></p> <p>(i) Masters degree in Library Science or Library and Information Science of a recognised University or institute.</p> <p>(ii) Diploma in Computer Application from a recognised University or institute.</p>	

6. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

S.No.	Office/ Institution/ Organization	Post held	From	To	Pay Matrix/ Scale of Pay	Nature of duties
1.						
2.						
3.						

7. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post : **YES/ NO**
8. Nature of present employment (Adhoc/ Temporary/ Permanent) :
9. In case the present employment is held on deputation/ contract basis, please state
  - (i) whether presently working under Central Govt./ State Govt./Public Sector Undertaking/Autonomous Bodies/ Universities/ Others :
  - (ii) Date of initial appointment :
  - (iii) Period of appointment on Deputation :

: 2 :

(iv) Name of the parent organization/  
Office to which you belong :

10. Whether SC/ ST/ OBC :

11. Additional information, if any, which you would like to mention in support of your suitability for the post. (Enclose separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Dated:

Signature of candidate \_\_\_\_\_  
Name of the candidate \_\_\_\_\_  
Address of the candidate \_\_\_\_\_  
Mobile No. \_\_\_\_\_

Countersigned  
(Employer with Seal)

**CERTIFICATE**

(To be furnished by the Employer/ Head of Office/Forwarding Authority)

Certified that the particulars furnished by \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in the circular.

Also certified that:

- (i) There is no vigilance case pending/ contemplated against him/ her.
- (ii) His complete ACR dossier/ ACRs or APARs for the last 5 years duly attested (on each page) by an officer of the rank of Under Secretary or equivalent; to the Government of India are enclosed.
- (iii) His/ her integrity is beyond doubt.
- (iv) No major/ minor penalties have been imposed on him/her during the last 10 years/ list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (*Strike out whichever is not applicable*)

Signature of Head of Office/ Deptt.

With seal .....

Place :

Date :