

No. A.12011/6/2019-Ad.IA  
Government of India  
Ministry of Finance  
Department of Economic Affairs  
(Administration Division)

\*\*\*

New Delhi, dated 19<sup>th</sup> November, 2020

**VACANCY CIRCULAR**

**Subject:- Filling up the post of Library and Information Assistant (General Central Service, Group 'B', Non-Gazetted, Non-Ministerial) in Level 6 (Rs. 35,400 – 1,12,400) of CCS (RP) Rules 2016 in the Department of Economic Affairs, Ministry of Finance on deputation basis (including Short Term Contract).**

It is proposed to fill up one post of Library and Information Assistant (General Central Service, Group B, Non-Gazetted, Non-Ministerial) in the Level 6 (Rs. 35,400 – 1,12,400) of CCS (RP) Rules 2016 in the Department of Economic Affairs, Ministry of Finance on deputation basis (including Short Term Contract).

**2. Eligibility Conditions: Deputation (including Short Term Contract)**

Officers under the Central Government / State Government / Union territories or Public Sector Undertakings or autonomous or statutory organisations or universities or recognised research institutions:

- (a)(i) Holding analogous posts on regular basis; or  
(ii) with six years' regular service in posts in level 5 in the pay matrix or equivalent or  
and  
(b) possessing the educational qualification and experience as under :

**Essential**

- (i) Bachelors Degree in Library Science or Library and Information Science of a recognised University or Institute;  
(ii) two years professional experience in Library under the Central or the State Government autonomous or statutory organisation or Public Sector Undertaking or university or recognized research or education institution;

**Desirable**

Diploma in Computer Application from a recognized university or institute.

**Note 1:** The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

**Note 2:** 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. The Maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the last date of receipt of applications.

3. 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 APARSs for the last five years (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 **Shri Sanjeev Gupta, Under Secretary (Admn-Ex-Cadre posts), Room No. 230, Ministry of Finance, Department of Economic Affairs, North Block, New Delhi-110001**, within 60 days of publication of this advertisement in the Employment News/ रोजगार समाचार. **Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not to be entertained.**

4. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

(Sanjeev Gupta)  
Under Secretary (Ad.IA)

**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 General Manager-cum-Chief Editor, Employment News, Ministry of Information and Broadcasting, 7<sup>th</sup> Floor, Soochna Bhavan, C.G.O. Complex, New Delhi; **with a request to publish this circular (indicative) in the ensuing issue of Employment News/ रोजगार समाचार.**
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. NIC, Ministry of Finance, North Block, with a request to upload the vacancy circular on the official website of Ministry of Finance.

(Sanjeev Gupta)  
Under Secretary (Ad.IA)



**Proforma for application for the post of Library and Information Assistant on Deputation basis (including Short Term Contract) in the Department of Economic Affairs, Ministry of Finance**

**BIO-DATA PROFORMA**

1. Name and postal address (in Block Letters) with Telephone no.
2. Date of Birth (in Christian Era)
3. Date of retirement under Central Govt. Rules
4. Educational qualifications  
(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)
- 5(a) Holding analogous posts on regular basis; or

- (b) Do you possess six years' regular service in posts in level 5 in the pay matrix or equivalent?
- (c) Do you possess the following educational qualifications and experience, namely:-

**ESSENTIAL**

- (i) Bachelors Degree in Library Science or Library and Information Science of a recognised University or Institute;
- (ii) two years professional experience in Library under the Central or the State Government autonomous or statutory organisation or Public Sector Undertaking or university or recognized research or education institution;

**Desirable**

Diploma in Computer Application from a recognized university or institute

6. Details of employment with brief description of duties performed, in chronological order (Starting from entry in Central Government service). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office / Organization	Post held with scale of pay / Level of pay in pay matrix	Period of service		Basic Pay	Nature of appointment whether regular/ad-hoc/deputation	Post wise brief details of duties performed
		From	To			
1	2	3	4	5	6	7




7. Nature of present employment, i.e. ad-hoc or temporary or permanent
8. In case the present employment is held on deputation, please state
- (a) The date of initial appointment
- (b) Period of appointment on deputation
- (c) Name of parent office/Organization to which you belong
9. 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

Date	Pay scale (pre-revised)	Basic pay (pre-revised)	Date of revision of pay	Revised Basic Pay as per 7 <sup>th</sup> CPC	Level of pay in 7 <sup>th</sup> CPC Matrix

10. Total emoluments per month now drawn
11. Additional information, if any, which you would like to mention in support of your suitability for the post.  
(Enclose a separate sheet if the space is insufficient)
12. Full postal address of forwarding authority with name & telephone number
13. Whether belongs to SC/ST
14. Remarks

Signature of the candidate

Full office address

Tel No.  
Email ID

Date:

**(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 vacancy circular.

2. Also certified that: -

(i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. \_\_\_\_\_

(ii) His/her integrity is certified.

(iii) The photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.

(iv) No major/minor penalty has been imposed on him/her during the last 10 years \*

(v) A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. \*

**Signature :**

**Name & Designation :**

**Telephone No. :**

**Office Seal :**

**Fax No. :**

**Place:**

**Dated:**

**List of enclosure:**

1.

2.

3.

4.

5.

6.

(\*Strike out which is not applicable.)