

**No. A.12011/05/2019-Admn (VI)**  
**Government of India**  
**Ministry of Finance**  
**Department of Economic Affairs**  
**(Administration Division)**

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Dated: 14<sup>th</sup> June 2023

**VACANCY CIRCULAR**

**Subject:- 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 Department of Economic Affairs, Ministry of Finance on Composite Method (Deputation / promotion basis).**

It is proposed to fill up one post of Library and Information Officer (General Central Service, Gr. A, Gazetted, Non-Ministerial) in the Level 11 of CCS (RP) Rules 2016 in the Department of Economic Affairs, Ministry of Finance on composite method (Deputation / promotion).

**2. Eligibility Conditions: (i) Composite Method:-Deputation / Promotion-**

Officers under the Central Government or State Government or Union Territories,-

- (a) (i) Holding analogous posts on regular basis or equivalent; **or**
- (ii) with five years service in the grade rendered after appointment thereto on a regular basis in the Level-9 or Level-10 or equivalent in the pay matrix in the parent cadre or Department; **or**
- (iii) with six years service in the grade rendered after appointment thereto on a regular basis in the Level-8 in the pay matrix or equivalent in the parent cadre or Department; **or**
- (iv) with seven years regular service in the grade rendered after appointment thereto on a regular basis in the Level-7 in the pay matrix or equivalent in the parent cadre or Department; **and**

**(b)** Possessing the following educational qualifications and experience namely;

**A. Essential**

- (i) Masters degree in Library Science or Library and Information Science of a recognized University or Institution; and
- (ii) Five years professional experience in a Library under the Central or State Government or Autonomous or Statutory organization or Public Sector Undertaking or University or Recognized Research or Educational Institution;

**B. Desirable**

- (i) One year experience of computerizing Library activities in a Library under the Central or State Government or Autonomous or Statutory Organization or Public Sector Undertaking or University or Recognized Research or Educational Institution.

*Santosh Kumar*  
14.6.23

- (ii) One year Professional experience in digitization of library records.
- (ii) Diploma in Computer Application from a recognized University or Institute.

**Note 1:** The departmental Assistant Library and Information Officer in Level 7 of the Pay Matrix with seven years of regular service in the grade and having the educational qualifications and experience prescribed for deputations shall also be considered along with outsiders. 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 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 four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

3. **Consultation with UPSC**

Consultation with Union Public Service Commission is necessary on each occasion.

4. Application along with Bio-data 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 Santosh Kumar, Under Secretary (Admn-VI), 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 be entertained.**

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

*Santosh Kumar*  
14.6.23

(Santosh Kumar)  
Under Secretary to the Govt. of India  
011-2309 5770

**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/ रोज़गार 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.

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(Santosh Kumar)

Under Secretary to the Govt. of India

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**Proforma for application for the post of Library and Information Officer on  
Composite Method (Deputation / Promotion) 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 equivalent; **or**
- (b) Do you possess five years service in the grade rendered after appointment thereto on a regular basis in the Level-9 or Level-10 in the pay matrix or equivalent; **or**
- (c) Do you possess six years service in the grade rendered after appointment thereto on a regular basis in the Level-8 in the pay matrix or equivalent; **or**
- (d) Do you possess seven years service in the grade rendered after appointment thereto on a regular basis in the Level-7 in the pay matrix or equivalent; **and**
- (e) Do you possess the following educational qualifications and experience, namely:-

**ESSENTIAL**

- (i) Masters degree in Library Science or Library and Information Science of a recognized University or institute; and
- (ii) Five years professional experience in a Library under the Central or State

*Santosh Kumar*  
13.6.23

Government or Autonomous or Statutory organization or Public Sector Undertaking or University or Recognized Research or Educational Institution;

**Desirable**

- (i) One year experience of computerizing Library activities in a library under the Central or State Government or Autonomous or Statutory Organization or Public Sector Undertaking or University or Recognized Research or Educational Institution.
- (ii) One year Professional experience in digitization of records.
- (ii) 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

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

Santosh Kumar  
13.6.23

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:**

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14.6.23