

F. No. 20/04/2017-AWD

Government of India

Ministry of Environment, Forest and Climate Change

(Animal Welfare Division)

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16 MAY 2017

5<sup>th</sup> floor, Vayu Wing,  
Indira Paryavaran Bhavan,  
for Bagh Road, New Delhi-110003

Dated / 21.5.2017

To

The Chief Secretaries of all State Governments  
and Union Territories  
(as per list attached)

**Subject: Filling up the post of Library-cum-Information Assistant in the National Institute of Animal Welfare (NIAW), Ballabgarh, Ministry of Environment, Forest and Climate Change, by transfer on deputation basis –reg.**

Sir,

It has been decided to fill up one post of Library-cum-Information Assistant, in the pre-revised scale of Pay Band-2 of Rs.9300-34800/- plus grade pay of Rs.4200/- in the National Institute of Animal Welfare (NIAW), Ballabgarh, a Subordinate Office under the administrative control of the Ministry of Environment, Forest and Climate Change on deputation basis(including Short Term Contract).

2. Accordingly, applications are invited for the above post from Officers under Central or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognised 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 six years service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band-1(Rs. 5200-20200/-) with Grade Pay of Rs.2800/- or equivalent in the parent cadre or department; and  
(b) Possessing the following educational qualifications and experience:-

**Essential:**

- (i) Bachelor's degree in Library Science or Library and Information Science from a recognised University or Institute.  
(ii) Two years' professional experience in a library under Central or State Government or Autonomous or Statutory Body or Public Sector Undertakings or University or recognised Research or Educational Institution.

**Desirable:**

Diploma in Computer applications from a recognised University or Institute or Board.

Note 1: Period of Deputation (Including short term Contract) including 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 three 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.

मुख्य सचिव कार्यालय  
झारखण्ड, राँची

गै.स.प्रे.सं. 2456

तिथि 16/5/17

प्रशासनिक सुधार तथा राजभाषा विभाग  
आरखण्ड, राँची  
सरकारी प्रेषण संख्या 889/83  
12.5.17

U.S. (Sec-16)



Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the 6<sup>th</sup> Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common Grade Pay or pay scale and where this benefit will extend only for the post(s) for which that Grade Pay or Pay scale is the normal replacement grade without any up gradation.

3. It is requested that applications from suitable officers, along with full particulars, whose services can be spared immediately on selection may kindly be forwarded, through proper channel, in the prescribed proforma (Annexure-A& B), in duplicate, along with the following documents:


- (i) Integrity certificate.
- (ii) Vigilance clearance certificate.
- (iii) Attested photocopies of the ACRs for the last five years (attested on each page by an officer not below the rank of an Under Secretary to the Government of India).

The applications alongwith all necessary documents may be forwarded to Deputy Secretary(Animal Welfare), Animal Welfare Division, Ministry of Environment, Forest and Climate Change, 5th floor, Vayu Wing, Indira Paryavaran Bhavan, Jor Bagh Road, New Delhi-110003, within 60 days from the date of issue of this letter. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.

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

5. The prescribed proforma (Annexure A & B) may also be downloaded from this Ministry's website [www.envfor.nic.in](http://www.envfor.nic.in).

Yours faithfully,

  
(S. Gowri Shankar)  
Deputy Secretary (AW)