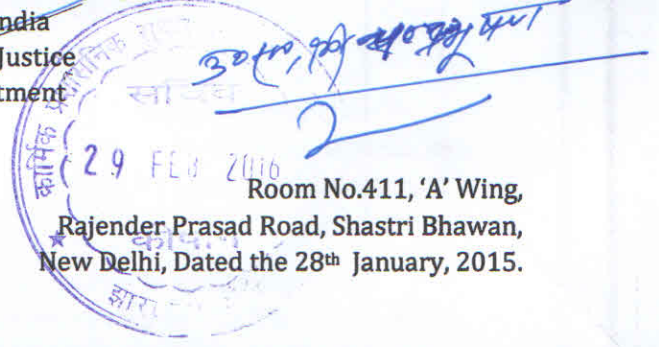




No. A.12026/1/2014-Admn.I(LD)
Government of India
Ministry of Law & Justice
Legislative Department



Room No.411, 'A' Wing,
Rajender Prasad Road, Shastri Bhawan,
New Delhi, Dated the 28th January, 2015.

To

The Chief Secretary to the
Government of _____

Subject:- Recruitment to the post of Assistant Library & Information Officer in the Official Languages Wing, Legislative Department, Ministry of Law & Justice on deputation/absorption basis.

Sir,

It is proposed to fill up one vacancy of Assistant Library and Information Officer in the Official Languages Wing, Legislative Department, Ministry of Law & Justice on deputation/absorption basis. The post belongs to General Central Service, Group 'B', Gazetted, Non-Ministerial post and carries the Pay Band -2 of Rs.9300-34800 plus Grade Pay of Rs.4600/-. Eligibility for the post is as under:-

Officers of the Central Government or State Government, -

- (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or
(ii) with five years' regular service in the grade in pay band -2 Rs.9300-34800 plus grade pay of Rs.4200 or equivalent in the parent cadre or Department; and
(b) possessing the following educational qualifications and experience:-
(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 the Central Government or State Government or Autonomous or Statutory Organisation or Public Sector Undertaking or University or Recognised Research or Educational Institute.
(iii) Passed High School or any higher Examination with Hindi as a medium of Examination from a recognised Board or University.
- Desirable:-
(i) Master's Degree in Library Science or Library and Information Science from a recognised University or Institute;
(ii) Diploma in Computer Applications from a recognised University or Institute.

क प्रशासनिक सुधार तथा राजभाषा विभाग
भारखण्ड, राँची
गैर सरकारी प्रेषण संख्या 285/932
2/3/16

मुख्य सचिव कार्यालय
भारखण्ड, राँची
गै.स.प्र.सं. 946
तिथि 29/2/16

2. Period of deputation including period of deputation 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 exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.

3. The applications of willing officers in the prescribed form (Annexure-A), in duplicate, who satisfy the educational qualifications and experience and whose services can be spared immediately may be sent along with their ACRs for the last five years duly attested by an officer not below to the rank of Under Secretary. Separate Vigilance Clearance Certificate, Integrity Certificate and a Certificate showing that no major/minor penalties have been imposed/pending on the officers in the past ten years may also be sent along with applications. Last date for receipt of applications will be 60 days from the date of publication of the vacancy in the Employment News.

Encl: As above.

Yours faithfully,



(B.M. Sharma)

Deputy Secretary to the Government of India

Ph. No. :- 011-23389014.

Copy to:-

1. Shri Ayanedi Venkatappaiah, Editor, Employment News, East Block, Level-III, R.K. Puram, New Delhi-110066. (It is requested that the vacancy circular may be given wide publicity in the forthcoming issue of Employment News under intimation of this Department. A copy of the advertisement may kindly be sent to this Department at an early date. The bill for payment may also be sent to this Department at the address of Deputy Secretary (Admn.), Legislative Department immediately.)
2. All Ministries/Departments of the Government of India. It is requested that the applications of suitable Central Government Officers who are willing and possess the requisite qualification along with their attested ACRs of the last five years may be forwarded in the prescribed proforma at the earliest.
3. Official Languages Wing/Vidhi Sahitya Prakashan/ Election Commission of India/Notice Board.
4. NIC Cell. The advertisement may please be put on the website of the Ministry of Law and Justice (Legislative Department).
5. OL Section for Hindi version of the circular and its annexure.



(R.K. Sharma)

Section Officer (Admn.I)

Ph. No.:- 011-23385023.

9. In case the present employment is held on deputation/contract basis, please state:-

- g) The date of initial appointment.
- h) Period of appointment on deputation/ contract.
- i) Name of the parent office/organisation to which you belong.

10. Additional details about present employment

Please state whether working under (indicate the name of your employer against the relevant column)

- m) Central Govt.
- n) State Govt.
- o) Autonomous Organisation
- p) Government Undertaking
- q) Universities
- r) Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

12. 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.

13. Total emoluments per month now drawn

14. Additional information, if any, which you would like to mention in support of your suitability for the post.
(This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement)
(Note: Enclose a separate sheet, if the

space is insufficient).

15. Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis (Officers under Central/ State Governments are only eligible for "Absorption" Candidates of non-Government Organisations are eligible only for Short Term Contract).
16. Whether belongs to SC/ST
17. Remarks: (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards / Scholarship /Official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and (iv)any other information (Note: Enclose a 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.

Date _____

Signature of the Candidates

Address _____

Countersigned

(Employer with seal)