

No.A-11011/1/2017-ISC(A)
Government of India
Inter-State Council Secretariat
(Ministry of Home Affairs)

Vigyan Bhawan Annexe, New Delhi
Dated the 20th July, 2018

OFFICE MEMORANDUM

Subject: **Filling up the post of Assistant Library & Information Officer in Inter-State Council Secretariat (Ministry of Home Affairs) on deputation basis.**

The undersigned is directed to state that one post of Assistant Library & Information Officer in this Secretariat in the pay level 7 pay matrix of revised Pay Rules, 2017 [Pre-revised Pay Band - 2 (Rs.9,300-34,800) with Grade Pay of Rs.4,600/-] is required to be filled up on transfer on deputation/absorption basis from amongst the eligible employees. The details of the post and necessary terms and conditions are given in Annexure – I.

2. This vacancy may be circulated among the eligible employees and their applications, in duplicate in the format enclosed in Annexure II may be forwarded to the undersigned along with the following certificates/documents within 45 days of publication of employment notice in the Employment News.

- (i) Attested copies of the ACRs/APARs for the preceding 5 years i.e upto 2017-18. The ACRs/APARs should be attested by an officer not below the rank of Under Secretary.
- (ii) Cadre Clearance and Vigilance clearance
- (iii) Integrity certificate signed by an officer not below the rank of Deputy Secretary. Details regarding imposition of any major or minor penalties on the officials during the last 10 years. The certificates should be signed by an officer not below the rank of Deputy Secretary.

3. The pay and allowances and other terms and conditions governing the deputation in respect of the officer selected will be regulated in accordance with the Department of Personnel and Training's O.M. No.2/29/91-Estt.(P.II) dated 5.1.94 as amended from time to time.

4. Any candidate selected will ordinarily not be allowed to withdraw his name.

5. The applications not received through proper channel and without the complete certificates/documents and after the stipulated date will not be entertained.


(A.K. Shrivastwa)

Under Secretary to the Govt. of India
Tele. No.23022153

- (i) All Ministries/Departments of the Govt. of India
- (ii) Ministry of Home Affairs, Ad.I(B) section. It is requested that vacancy may be circulated amongst the eligible and interested employees of various units of Ministry of Home Affairs.
- (iii) NIC (Shri Sibli Sirajee, Sr. Analyst) with the request to upload the vacancy circular on the website of ISCS.

No.A-11011/2/2017-ISC(A)
Government of India
Inter-State Council Secretariat
(Ministry of Home Affairs)

Filling up the post of Assistant Library & Information Officer in the Inter-State Council Secretariat on transfer on deputation/absorption basis.

One post of Assistant Library & Information Officer in the Inter-State Council Secretariat, Ministry of Home Affairs is required to be filled up on deputation/absorption basis. The details of the post, eligibility criteria and necessary terms and conditions are given below.

1.	Name of the Post	Assistant Library & Information Officer
2.	No. of post	One
3.	Classification of the post	General Central Service Group 'B' Gazetted (Non-Ministerial)
4.	Scale of pay	Level 7 of pay matrix of revised Pay Rules, 2017 (Pre revised PB - 2 (Rs.9,300-34,800) with Grade Pay of Rs.4,600/-
5.	Mode of recruitment	Deputation/absorption
6.	Eligibility condition	Officers under the Central Government: (i) Holding analogous posts on regular basis: OR (ii) With 3 years' regular service in posts in the scale of Rs.5500-9000 or equivalent (Pre-revised) Pay band -2 (Rs.9300-34800/-) with grade pay of Rs.4200/- (revised)or equivalent; OR (iii)With six years' regular service in posts in the scale of Rs.5000-8000 or equivalent; (Pre-revised) Pay band -2 (Rs.9300-34800/-) with grade pay of Rs.4200/- (revised)or equivalent; And Possessing the educational qualifications and experience i,e, Essential: (i) Degree of a recognized university or equivalent; (ii) Bachelors' degree or equivalent diploma in Library science of a recognized university/ institute or equivalent. (iii)Two year's professional experience in Library of standing.

Handwritten signature

		<p>OR</p> <p>Diploma in computer applications from a recognized university or institute or equivalent.</p> <p>Qualifications are relaxable at the discretion of the UPSC in case of candidates otherwise well qualified.</p> <p>Desirable:</p> <p>Masters degree in Library science of a recognized university or equivalent.</p>
7.	Period of deputation	<p>Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not to exceed three years.</p>
8.	Maximum Age limit	<p>The maximum age limit for appointment by deputation/absorption shall not be exceeding 56 years as on the closing date of receipt of applications.</p>

Administrative

BIO – DATA PROFORMA

1. Name and address (in block letters)
2. Date of Birth
3. Date of retirement
4. Educational Qualifications
5. Experience possessed by the applicant
6. Details of Employment, in chronological Order. A separate sheet, duly authenticated by applicant's signature, if the space below is insufficient
 - (i) Office/Institution/Organisation
 - (ii) Post Held
 - (iii) From
 - (iv) To
 - (v) Pay in pay matrix
 - (vi) Nature of duties
7. Nature of present employment i.e. whether ad-hoc or temporary or quasi-permanent
8. If the present employment is held on deputation/contract basis, specify:
 - (a) The date of initial appointment
 - (b) Period of appointment on Deputation/contract
 - (c) Name of the parent office/ Organisation to which you belong
9. Additional details about the present employment. Please state whether working under :-
 - (A) Central Government
 - (B) State Government
 - (C) Autonomous Organisations
 - (D) Government Undertaking
 - (E) Universities

:2:

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

11. Total emoluments per month now
drawn

12. 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.

13. Whether belong to SC/ST/OBC

14. Remarks

Signature of the Candidate

Date.....

Address.....

.....

Countersigned by the Head of Office