

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

**Employment Notice**

Inter State Council Secretariat, Ministry of Home Affairs invites applications for the post of Assistant Library and Information Officer (Group 'B' Gazetted) in the Pay Level — 7 (pre-revised Grade Pay Rs. 4600/) of the Pay Matrix Table of 7<sup>th</sup> CPC by transfer on deputation/absorption basis initially for period of one year which may be extended up to three years.

2. Applications may be sent through proper channel in the prescribed proforma which can be downloaded from the website of ISCS (i.e. [interstatecouncil.nic.in](http://interstatecouncil.nic.in)). The application should reach the undersigned within 60 days of publication this Employment Notice. Detailed terms and conditions can be downloaded from this Secretariat's website [www.interstatecouncil.nic.in](http://www.interstatecouncil.nic.in).



(Om Prakash Kumar)

Under Secretary to the Govt. of India

Tele. No. :- 23022153.

No. A-11011/1/2017-ISC(A)  
Government of India  
Inter-State Council Secretariat  
(Ministry of Home Affairs)  
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Vigyan Bhawan Annexe, New Delhi  
Dated the 28 October, 2021

**OFFICE MEMORANDUM**

Subject: Filling up the post of Assistant Library and Information Officer in the Inter-State Council Secretariat (Ministry of Home Affairs) by transfer on deputation/absorption basis.

The undersigned is directed to state that one post of Assistant Library and Information Officer (Group 'B' Gazetted) in the Pay Level — 7 (pre-revised Grade Pay Rs. 4600/) of the Pay Matrix Table of 7<sup>th</sup> CPC is required to be filled up by 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 60 days of publication of the Employment Notice in Employment News.**

i. Attested copies of the ACRs/APARs for the preceding 5 years i.e. upto 2019-2020. The ACRs/APARs should be attested by an officer not below the rank of Under Secretary. In case there is some period less than 5 years, the ACR/APARs of the previous year(s) may be sent so as to make APARs of 5 complete years.

ii. Vigilance Clearance

iii. Integrity certificate signed by an officer not below the rank of Under Secretary

iv. 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 Under Secretary.

3. The applications not received through proper channel and incomplete with necessary certificates/documents and received after the stipulated date as stated in **Para '2' above** shall not be considered. Applications once received through proper channel shall not be allowed to be withdrawn.

  
(Om Prakash Kumar)

Under Secretary to the Govt. of India  
Tel. 23022153

To

i. All Ministries/Department of the Govt. of India

ii. Ministry of Home Affairs, Ad.II section. It is requested that vacancy may be circulated amongst the eligible and interested employees of various units of Ministry of Home Affairs.

iii. DOPT's website.

iv. Notice Board, ISCS

...ANNEXURE-I

No. A-11011/1/2017-ISC(A)  
Government of India  
Inter-State Council Secretariat  
(Ministry of Home Affairs)  
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Filling up the post of Assistant Library and Information Officer in the Inter-State Council Secretariat by transfer on deputation basis.

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

S. No.	Name of the Post	Assistant Library and Information Officer
1.	No. of Post	One
2.	Classification of the Post	General Central Service Group 'B' Gazetted
3.	Pay for the post	Pay Level — 7 (pre-revised Grade Pay Rs. 4600/-) of the Pay Matrix Table of 7 <sup>th</sup> CPC Rule 2017.
4.	Mode of recruitment	Deputation/absorption
5.	Eligibility Criteria	<p>Officers under the Central Government:- (a) (i) "Holding analogous posts on regular basis; OR (ii) With five years regular service in the Level 6 of the pay matrix (scale of Rs, 35600-112400) (Grade pay 4200) or equivalent in the parent cadre or department and; And (b) Powering the educational qualifications and experience prescribed for direct recruits under column 8.</p> <p>Essential: (i) Bachelor's Degree in Library Science or Library and Information Science of a recognised University/ Institute; (ii) Two years' professional experience in a Library under Central/State Government/Autonomous or Statutory organization/Public Sector Undertakings/University or Recognized Research or Educational Institution</p> <p>Desirable: (i) Master's Degree in Library Science or Library and Information Science of a recognized University/Institute (ii) Diploma in Computer Applications from a recognized University/Institute.</p> <p>Note : The qualification(s) regarding experience is/are relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to Scheduled Castes and Scheduled Tribes if,</p>

		at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserve for them
6.	Period of deputation	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 or amendment from time to time.
7.	Maximum Age limit	The maximum age limit for appointment by transfer on deputation/absorption shall not be exceeding 56 years as on the closing date of receipt of Application.
8.	Mode of Application	<p>The application, along with the following documents, in respect of the candidates who fulfill the eligibility conditions and who can be spared for taking up the assignment within one month of the intimation of selection, may be forwarded, through proper channel, in the prescribed proforma duly signed by the candidate and countersigned by the Head of Office or any other officer authorized to 'The Under Secretary (Admn), Inter State Council Secretariat, Ministry of Home Affairs, Vigyan Bhawan Annexe, New Delhi-110011'</p> <p>i. Up-to-date Confidential Report/ APAR Dossier of the candidate concerned or photocopies of the Annual Confidential/ Annual Performance Appraisal Reports of the candidates for the last available five years duly attested by the officer not below the rank of the Under Secretary to the Govt. of India.</p> <p>ii. Vigilance Clearance</p> <p>iii. Integrity certificate signed by an officer not below the rank of Under Secretary</p> <p>iv. 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 Under Secretary.</p>

9. Additional information, if any, which the candidate would like to mention in support of his suitability for the post, a separate sheet may be enclosed, if the space is insufficient.

10. Whether belong to SC/ST/OBC

11. Remarks

## ANNEXURE-II

## 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/Organization
  - ii. Post Held
  - iii. From                      to
  - iv. Pay Level / Grade Pay
  - v. 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/  
Organization 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
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 belongs to SC/ST/OBC

14. Remarks

Signature of the Candidate  
Date.....  
Address.....  
.....

Countersigned by the Head of Office