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Government of India,

Department of Personnel & Training,

LAL BAHADUR SHASTRI NATIONAL ACADEMY OF ADMINISTRATION,
MUSSOORIE

Date: 3rd July, 2024

VACANCY CIRCULAR

कायदलिय मुखय सचिव
राजस्थान, जयपुर
308853
CSO/24/308853
दि. 10/7/24

Sub: **Filling up the posts of Principal Library and Information Officer (PLIO) and Library and Information Officer (LIO) in Lal Bahadur Shastri National Academy of Administration, Mussoorie on deputation (including short term contract) basis.**

Applications are invited for filling up the posts of Principal Library and Information Officer (PLIO) and Library and Information Officer (LIO) at the Lal Bahadur Shastri National Academy of Administration, Mussoorie on **Deputation (including short term contract) basis**. Pay, eligibility and experience requirements, period of deputation and duties etc. for the posts are as indicated below:

A)	Name of the Post	: Principal Library and Information Officer
	Pay in Pay Matrix	: Level 13 (Rs. 123100-215900 in the pay matrix)
	Method of recruitment	: Deputation (including short-term contract)
	Classification of the post	: General Central Service, Group 'A', Gazetted, Non-Ministerial
	No. of Posts	: One (01)

Eligibility :

Officers of the Central Government or State Governments or Union territories or Public Sector Undertakings or Universities or Recognised Research Institutions or Autonomous or Semi-Government or Statutory Organisations:-

- a) (i) Holding analogous posts on regular basis in the parent cadre/Department; or
 - (ii) With five years regular service in posts in level 12 (Rs. 78800-209200) in the pay matrix or equivalent; or
 - (iii) With ten years regular service in posts in level 11 (Rs. 67700-208700) in the pay matrix or equivalent; and
- (b) Possessing the following educational qualifications and experience:

Essential qualifications :

- (i) Master's Degree in Library Science or Library and Information Science from a recognised University or Institute;
- (ii) Twelve years' professional experience in a Library under Central Government or State Governments or Autonomous or Statutory organisation or Public Sector Undertaking or University or Recognised Research Institute or Educational Institution.

Desirable qualifications :

- (i) Five year's experience of computerising Library activities in a Library under Central Government or State Government or Autonomous or Statutory organisation or Public Sector Undertaking or University or Recognised Research Institute or Educational Institution;
- (ii) Diploma in Computer Application from recognized University or Institute.

Duties and responsibilities of the post include:

Managing the affairs of the Library including overall supervision. Organising Library Review & Development Committee meetings for the constant development of Library material and services. Coordinating the activities of the Library. Providing best services to the users of Library by using latest techniques of Information Technology. Procurement of books of technical and administrative support. Guiding and helping staff for secretarial assistant. Any other work assigned by Competent Authority from time to time.

Age Limit:

The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding fifty-six (56) years as on the closing date of receipt of applications for the above mentioned post.

Period:

The period of deputation (including short term contract) including the 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 exceed five years.

B) Name of the Post	: Library and Information Officer
Pay in Pay Matrix	: Level 11 (Rs.67700-208700 in the pay matrix)
Method of recruitment	: Deputation (including short-term contract) Basis
Classification of the post	: General Central Service, Group 'A', Gazetted, Non-Ministerial
No. of Posts	: One (01)

Eligibility:

Officers of the Central Government or State Governments or Union territories or Universities or Recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations:-

- a) (i) Holding analogous posts on regular basis in the parent cadre/Department; or
- (ii) With five years' service in the grade rendered after appointment thereto on regular basis in level 10 (Rs. 56100–177500) in the pay matrix; or
- (iii) With six years' service in the grade rendered after appointment thereto on regular basis in level 8 (Rs. 47600–151100) in the pay matrix; or
- (iv) With seven years' service in the grade rendered after appointment thereto on regular basis in level 7 (Rs. 44900–142400) in the pay matrix; and
- (b) Possessing the following educational qualifications and experience:

Essential qualifications :

- (i) Master's Degree in Library Science or Library and Information Science from a recognised University or Institute;
- (ii) five years' experience in a Library of standing , for example National Library or Library of a University or Government College or Institution of National Importance, for example National Archives, State Archives, Sahitya Academy or Administrative Training Institutes (ATI) or Central Training Institutes (CTI).

Desirable qualifications :

- (i) One year experience of computerising library activities 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 Institution;
- (ii) One year professional experience of documentation work in a responsible capacity;
- (iii) Diploma in Computer Application from recognized University or Institute.



Duties and responsibilities of the post include:

- i) Assist the Incharge Library/PLIO in accordance with the policies set by Library Review and Development Committee.
- ii) Plan and evaluate levels of service and make recommendation to Incharge Library/PLIO.
- iii) Under the guidance of Incharge Library/PLIO establish work priorities and delegate appropriately.
- iv) Understand and work within the financial structure of the Library System by providing budget input and monitoring relevant budget line items etc.
- v) Confer periodically with library users to determine the extent to which existing library services meet their needs. Develop users' awareness of library materials and services reviews the use of materials to plan for the future acquisition and gives input on budgetary needs.
- vi) Prepare reports, collect and monitors statistics.
- vii) Assist the library staff.
- viii) Any other work assigned by the Competent Authority from time to time.

Age Limit:


The maximum age limit for appointment on deputation (including short-term contract) shall be not exceeding (fifty-six) 56 years as on the closing date of receipt of applications for the above mentioned post.

Period:

The period of deputation (including short term contract) including the 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 not exceed four years.

Willing and eligible candidates who would be spared in the event of their selection may submit their applications in triplicate in the prescribed proforma along with documents (Cadre clearance, Integrity certificate, vigilance clearance, Major/Minor penalty imposed during the last ten years and upto-date ACR dossiers (photocopies of ACRs for the last 5 years duly attested on each page by an officer not below the rank of an Under Secretary to Government of India or equivalent) addressed to **The Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie – 248 179** within 60 days from the date of publication of the advertisement in Employment News/Rozgar Samachar. Application received after the last date or without the documents noted above or otherwise found incomplete will not be considered.

Note: The details of the vacancy along with prescribed form are available on the LBSNAA Website <http://lbsnaa.gov.in>


(Shelesh Nawal
Deputy Director

Copy forwarded to the following with the request that a wide publicity may be given to the vacancy circular in their Ministry and their attached/ subordinate/ Autonomous Organization/

