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No. A-35014/35/2024-Ad.V

भारत सरकार/ Government of India

मुख्य सचिव/ Ministry of Home Affairs

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मुख्य सचिव
राजस्थान, जयपुर
CSO/4/06043
25 OCT 2024

North Block, New Delhi,
Dated: the 17th October, 2024

To,

1. The Secretary General, Lok Sabha Secretariat/Rajya Sabha Secretariat, New Delhi.
2. The Secretary, President's Secretariat/Vice-President's Secretariat/NITI Aayog/
Election Commission of India/Union Public Service Commission/Central Vigilance
Commission.
3. The Registrar (Administration), Supreme Court of India.
4. The Chairman, University Grants Commission.
5. All State Governments/Union Territories/Resident Commissioners in New Delhi.

18 OCT 2024

Subject: Filling up of one (01) post of Library & Information Officer in the Ministry of Home Affairs' Library on Composite Method Promotion/Deputation (including short term contract) basis-reg.

Sir,

I am directed to say that it is proposed to fill up one (01) post of Library & Information Officer in Level-11 in the Pay Matrix (pre-revised: PB-3, Rs.15600-39100/- and Grade Pay of Rs.6600/-) in the Ministry of Home Affairs' Library by Composite Method Promotion/Deputation (including short term contract). The particulars of the post, eligibility conditions etc. are given in Annexure-I.

2. The pay of the selected officer will be regulated in accordance with the Department of Personnel & Training O.M. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 as amended from time to time.
3. The maximum age limit for appointment on deputation (including short-term contract) shall be 56 years. Accordingly, the persons who will be crossing the age of 56 years, on the last date of receiving of applications as indicated in para 5 need not apply.
4. Officers who volunteer for the post will not be permitted to withdraw their names later. Only such recommendations as are accompanied by the requisite personal data as in Annexure-II will be considered.
5. It is requested that wide publicity may be given to the vacancy circular amongst staff under your administrative control and applications, in the enclosed proforma (Annexure-II) **along with vigilance and cadre clearance, attested copies of certificates of educational qualification and complete and up-to-date ACRs/APARs of last five years (with rubber stamp on each page)** of the officers who can be spare/d in the event of their selection, may be sent to **Under Secretary (Ad-V), Ministry of Home Affairs, Room No. 81-D, North Block, New Delhi-110001**, within a period of **60 days** from the date of publication of this vacancy circular in the Employment News. Applications received after the last date or without the copies of certificates of qualification and ACRs or otherwise found incomplete will not be considered. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct and no disciplinary case is either pending or contemplated against him/her. The integrity of the Officer may also please be certified and it may be confirmed that no major/minor penalties have been imposed on him/her during the last ten years.

Yours faithfully,


(Vishvajet Kumar Gupta)

Under Secretary to the Government of India

Tel. No. 2309 3666

(2) No. A-35014/35/2024-Ad.V dated: the

17th October, 2024

Copy to:-

1. All Ministries / Departments of the Central Government including CAPFs with the request that wide publicity may be given to the vacancy circular in their Ministry /Department and in their attached / subordinate offices. Applications of the eligible candidates may be forwarded to this Ministry in the prescribed proforma within a period of **60 days** from the date of publication of the vacancy circular in the Employment News.
2. All Sections / Desks in the Ministry of Home Affairs (including Department of Official Language and Department of Justice).
3. Leader and all Members of the office Council (Staff side), Ministry of Home Affairs.
4. SO (IT), Ministry of Home Affairs for uploading on Ministry's Website and e-office.


(Vishvajeet Kumar Gupta)

Under Secretary to the Government of India

Tel. No. 2309 3666

1. Name of the Post : Library and Information Officer
2. No. of post : 01 (One)
3. Pay Scale : Level-11 in the Pay Matrix (Rs. 67,700-2,08,700/-)
(pre-revised: Pay Band-3, Rs.15,600-39,100/- and Grade Pay of Rs.6600/-)
4. Mode of Recruitment : By Composite method Promotion/Deputation
(including short-term contract)
5. Duties and Responsibilities of the post:
 - (i) General supervision of the Library.
 - (ii) All file work relating to the Library.
 - (iii) Arranging Book Selection Committee meeting with the Senior Officers.
 - (iv) Conducting the Book Selection Committee meetings and preparing the minutes of the meeting.
 - (v) Compilation of Bulleting for source material.
 - (vi) Preparation of detailed subject Bibliography.
 - (vii) Abstracting and indexing of Articles Documentation work.
 - (viii) Acquisition and selection of New Books, Acts, Codes and Judgments from various sources.
 - (ix) Knowledge of Computer.

6. Eligibility:

Officers under Central or State Governments or Union Territories or Autonomous organisations including Universities:

(a)(i) Holding analogous post(s) on regular basis;

OR

(ii) With five years' regular service in Level-10 in the Pay Matrix (pre-revised: PB-3, Rs.15,600-39,100/- and Grade Pay of Rs.5400/-) or equivalent;

OR

(iii) With Six years' regular service in Level-8 in the Pay Matrix (pre-revised: PB-2, Rs.9300-34800/- and Grade Pay of Rs.4800/-) or equivalent;

OR

(iv) With Seven years' regular service in Level-7 in the Pay Matrix (pre-revised: PB-2, Rs.9300-34800/- with the Grade Pay of Rs.4600/-) or equivalent;

AND

(b) Possessing the following educational qualifications and experience:

Essential:

- (i) Master's Degree of a recognized University or equivalent Diploma in Library science from a recognized University.
- (ii) Five years professional experience in a supervisory capacity in a Library of Standing.

Desirable:

- (i) Experience of computerizing library activities.
- (ii) Professional experience in the specific subjects handled by Ministry to be specified at the time of each recruitment.

Note:- Departmental Assistant Library & Information Officer with seven years regular service in Level-7 in the Pay Matrix will also be considered along with outsiders and in case, he/she is selected, the post will be deemed to have been filled up by promotion.

[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 organization or department of the Central Government shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.]
