

F.No.A-12031/1/2005-Ad.1B

Government of India

Ministry of Finance

Department of Revenue

Room No. 77-A, North Block, New Delhi-110001

Circular No.2/2011

Subject: Filling up the posts of Library & Information Assistant in the Department of Revenue, Ministry of Finance.

It is proposed to fill up two posts of Library & Information Assistant in the Department of Revenue, in the Pay Band (PB-2) of Rs.9300-34800/- + GP: Rs.4200/- (pre-revised scale of Rs. 5500- Rs.175- Rs.9000/-) plus usual allowances, on deputation/transfer basis from amongst:

(i) Upper Division Clerks of the Central Secretariat Clerical Service/Stenographers Grade 'D' of the Central Secretariat Stenographers Service in the (pre-revised) scale of pay of Rs.4000-100-6000/- with a minimum of 5 years of regular service in the grade and possessing following qualifications:

- (a) Degree of a recognized University or equivalent;
- (b) Degree or equivalent diploma in Library Science of a recognized University/Institution;
- (c) Should have studied Hindi at least upto High School level either as a medium of instruction or as a compulsory or optional subject.

(ii) Librarian/ Assistant Librarian or Library & Information Assistant in the identical/equivalent scale of pay in Ministries/Departments of the Central Government.

Desirable: One year experience in Library work. The period of deputation will initially be for 3 years.

The person appointed will be treated on deputation and will have the option either to draw pay in the scale of Library & Information Assistant or his grade pay plus Deputation Duty Allowance as admissible under Rules.

The applications of suitable candidates along with their character rolls of last five years may be sent to the undersigned in the prescribed proforma (Annexure) within six weeks of publication of this Advt. Candidates once selected will not be allowed to withdraw their candidature.

(Renuka Nambiar)

Under Secretary to the Govt. of India

(T.F. No. 23095368)

Annexure

Proforma

1. Name, designation with date of regular appointment and office address where working (In **Block Letters**)
2. Date of birth (in Christian era)
3. Date of retirement under Central/ State Government Rules
4. Educational Qualifications
5. Whether Educational and other qualifications required for the post are satisfied. (If any other

qualification has been treated as equivalent to the one prescribed in the rules, state the same)
 Qualifications/experience required Qualifications/experience possessed by the officer
 Essential (1) (2) (3)
 Desired (1) (2) (3)

6. Please state clearly whether in the light of the entries made by you above, you meet the requirement of the above post.

7. Details of Employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Instt. (Nature of Orgn.)	Post held	From	To	Scale of pay and Basic pay	Duties performed

8. Nature of present employment (i.e., ad hoc or temporary or permanent).

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

- (a) The date of initial appointment
- (b) Period of appointment on deputation/contract
- (c) Name of the parent office/organization to which you belong.

10. Additional details about present employment please state whether working under

- (a) Central Government
- (b) State Government
- (c) Autonomous Organisation
- (d) Government Organisation
- (e) Universities

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 belonging to SC/ST

14. Remarks

Date:.....

Signature of the candidate
 Address:.....

Countersigned (Employer)

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