

Ministry of Health & Family Welfare

Deptt. of Health & Family Welfare
Nirman Bhavan, New Delhi

Applications are invited in the prescribed Proforma for One post of Sr. Library & Information Officer in the National Medical Library, Directorate General of Health Services, and Ministry of Health & Family Welfare in the pay scale of Rs. 15600-39100 in PB-3; G.P. Rs.7600 (pre-revised Rs. 12000-16500).The duties attached to the post are as per Annexure-II. The post is required to be filled up by Promotion/Deputation (including short-term contract) failing which by direct recruitment from the officers under the Central Government/State Governments/Universities/Research and Development Organizations holding analogous posts on regular basis, or with **Five years'** regular service in posts in the scale of Rs. 10,000-15,200(pre revised)/(revised pay scale Rs. 15600-39100 in PB-3, G.P.-Rs. 6600) or equivalent and possessing the following educational qualifications and experience :

Essentials :

- At least second class Master's Degree in Science (preferably Biological Science) from a recognized University or equivalent;
- Degree or equivalent Diploma in Library Science of a recognized University/Institution;
- 12 years' experience in supervisory capacity in a Library of standing.

Desirable :

- Master's Degree in Library Science.
 - Training in Medical Librarianship.
 - Knowledge of Sanskrit & any modern European Languages other than English.
2. Period of Deputation/contract shall ordinarily not exceed 3 years. The officers selected for appointment on deputation basis shall be governed by the Government of India Instruction contained in Department of Personnel & Training's OM No. 2/29/91-Estt(pay-II) dated 5.1.1994, as amended from time to time.
3. The eligible and interested officers may send their applications in the enclosed Proforma (Annexure-I) through proper channel, so as to reach the undersigned **within 45 days** from the date of publication of the vacancy circular in the Employment News along with the following documents :
- Original/Photocopies of the ACR's (duly attested by a Group-A Officer) for the last Five years.
 - Vigilance clearance certificate.
 - Integrity certificate duly signed by an officer not below the rank of Deputy Secretary;
 - No penalty certificate duly signed by an officer not below the rank of Deputy Secretary.
- Applications received without aforesaid documents or after the prescribed date shall be summarily rejected.

Rajendra Singh
Under Secretary to the Government of India
Tel.: 23061323
Annexure-I

Curriculum Vitae Proforma

- Name and Address (in block letters):
 - Date of Birth (in Christian era):
 - Date of retirement under Central/State Government Rules:
 - Educational Qualifications:
 - Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.)
- | | |
|------------------------------------|--|
| Qualifications/Experience required | Qualifications/Experience possessed by the officer |
|------------------------------------|--|

Essential: (1) (2) (3)

Desired: (1) (2)

- Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.
- Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held	From	To	Scale of pay and Basic Pay	Nature of duties (in details)

- Nature of present employment i.e. Ad hoc or Temporary or Quasi-Permanent or Permanent.
- 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:
- Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column) :
 - Central Government
 - State Government
 - Autonomous Organisation
 - Government Undertaking
 - Universities
 - Others
- Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade :
- Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale :
- Total emoluments per month now drawn :
- Additional information, if any, which you would like to mention in support of your suitability for the post.
(This among other things may provide information with regard to(i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement).
(Note: Enclose a separate sheet, if the space is insufficient).
- Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. (Officers under Central/State Governments are only eligible for "Absorption". Candidates of Non-Government Organisations are eligible only for Short-Term Contract.) :
Whether belongs to SC/ST.
- Remarks : (The candidates may indicate information with regard to(i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the Professional bodies/institutions/societies and (iv) any other information.(Note: Enclose a separate sheet, if the space is insufficient).
I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate
Address _____

Date _____

Countersigned _____
(Employer with Seal)

Duties attached to the Post of Senior Library and Information Officer in National Medical Library Under the Ministry of Health & Family Welfare

- Overall administration & supervision of the various sections.
- Planning, building & executing development plans of the Library.
- Securing cooperation of the agencies concerned and also initiating Library procedures and techniques for efficient functioning of the Library system in the country.
- Collection, processing and dissemination of information.
- Participation in official meetings, professional symposia, conferences, coordination, cooperation linkage and expert services to libraries and documentation centres attached to medical colleges, research & training institutions in India & abroad.
- Organizing training/refresher courses for the Medical Libraries in the country.
- Any other that may be assigned by the competent authority.