

# Ministry of Law & Justice

Department of Legal Affairs  
Law Commission of India

ILI Building, Dr. Bhagwan Das Road, New Delhi

1. Name of the Post : Assistant Library & Information Officer
2. Classification : General Central Service Group 'B' Gazetted, Non-Ministerial
3. Scale of Pay : PB-2 Rs. 9300-34800+Rs. 4600/- Grade Pay
4. Eligibility Conditions : 1. Officers under the Central Government :

- (i) Holding analogous posts on regular basis :
- (ii) With 3 years' regular service in posts in the scale of Rs. 5500-9000 (pre-revised) or equivalent; or
- (iii) With 6 years' regular service in posts in the scale of Rs. 5000-8000(pre-revised) or equivalent; and

(b) Possessing the following educational qualifications and experience:

- (i) Degree of a recognized University or equivalent.
- (ii) Bachelor's degree or equivalent, diploma in Library Science of a recognized University/ Institution or equivalent.
- (iii) Two years' professional experience in a library.

II The departmental Library Information Assistant with six years' regular service in the grade and possessing educational qualifications prescribed for deputationists will also be considered along with outsiders and in case he/she is selected for appointment to the post, same shall be deemed to have been filled by promotion.

(The departmental officers in the feeder grade who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.)

(The 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 exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications).

5. Nature of duties : He/She will be in-charge of the Library of the Law Commission of India and will be responsible for its effective maintenance. He/she will also be required to do legal referencing & legal research and maintenance of clipping references etc relating to legal matters.

6. Headquarter : New Delhi.

Application for the post of \_\_\_\_\_

## Bio-Data

1. Name & Address 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 qualification has been treated as equivalent to those prescribed in the rules, state the authority for the same.

(a) Qualification/Experience required for the post.

(b) Qualification/Experience possessed by the officer

6. Please state clearly whether in the light of the entries made by you above, you meet the requirements of the 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./ Organisation	Post held & service cadre to which it belongs	From	To	Scale of pay and classification (Group of Post)	Whether held on regular/ ad hoc basis	Nature of duties
(1)	(2)	(3)	(4)	(5)	(6)	(7)

8. Nature of present post held: Whether held on

- (A) Ad hoc
- (B) Regular
- (C) Permanent or Quasi-Permanent basis
- (D) Basic pay drawn at present (with grade pay)

9. In case the present employment 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 you belong

10. Additional details about present employment. Please state whether working under :

- (A) Central Government
- (B) State Government
- (C) Autonomous Organization
- (D) Government Undertaking
- (E) Universities

11. 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.

12. Total emoluments per month now drawn :

13. 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.

14. Whether belongs to SC/ST

15. Remarks

Signature of Candidate

## Certificate

1) Certified that particulars furnished by Shri/Ms \_\_\_\_\_ have been verified from his/her record and found correct.

2) No vigilance case is either pending or contemplated against Shri/ Ms \_\_\_\_\_ His/her integrity is certified.

3) No major or minor penalty was imposed on Shri/Ms \_\_\_\_\_ for the last 10 years as per records in the Ministry/Department.

Signature of Head of Office/  
Department (with stamp)

Tele: No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Place: \_\_\_\_\_

Dated: \_\_\_\_\_

N.B. The last date for receiving the application is within 30 days from the date of advertisement in the Employment News.

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