

New Delhi, February 2022

CIRCULAR

Subject: Filling up of the post of Assistant Library & Information Officer (ALIO) in Level 7 in the Pay Matrix on deputation basis in the Library & Information Cadre of the Ministry of External Affairs.

It is proposed to fill one post of Assistant Library & Information Officer (ALIO) in the Library & Information Cadre of the Ministry on deputation basis for a period of three years initially from amongst officers holding analogous posts on a regular basis in the parent cadre or department; or Officers with five years' regular service in posts in Level 6 in the Pay Matrix Rs. 35400-112400 or equivalent, working in Central Government/ State Government/ Union Territories/ Autonomous/ Statutory Organisation/ Public Sector undertakings/ University or Recognised Research institutions; and possessing the following educational qualifications and experience:-

Educational Qualification:-

a) Essential:-

- I) Bachelor's degree in Library Science or Library & Information Science from a recognised University or Institute;
- II) Two years' professional experience 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.

b) Desirable:-

- (i) Master's Degree in Library Science or Library and Information Science from a recognised University or Institute; or
- (ii) Diploma in Computer Applications from a recognised University or Institute; or
- (iii) Certificate course of six months duration in one or two foreign languages other than English from a recognised University or Institute; or
- (iv) One year experience of indexing, abstracting and retrieval of documents or information using library management software from a recognised Library.

2. The 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 organisation/Department of the Central Government shall not exceed three years. Persons above 56 years of age (as on closing

date of receipt of applications) shall normally not be considered for the above post.

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3. It is requested that above-mentioned requirement may please be circulated / advertised to the entire field / sources, including Attached/Subordinate Offices (amongst all the eligible Officers of various Ministries/ Department) concerned. Interested applicants may send their applications through proper channel in the enclosed proforma in duplicate to the undersigned within a period of 2 months from the date of publication of this circular in the Employment News. Applications received after the last date or otherwise incomplete are not likely to be considered.

4. Pay of the selected officers shall be fixed in the scale of the post in accordance with rules prescribed by the Government.

5. The following papers/document may also please be sent along with nomination:-

- i. Statement of Bio-data in the prescribed proforma (as per Annexure) in duplicate duly signed and forwarded through proper channel.
- ii. Attested copies of the CR dossiers for the last five years attested (on each page) by an Officer not below the rank of Under Secretary
- iii. Vigilance Clearance Certificate
- iv. Integrity Certificate
- v. A statement of major/minor penalty, if any, imposed on the officer during the last 10 years.
- vi. Cadre Clearance Certificate.

(Ajith John Joshua)
Under Secretary (Cadre)
Room No. 4092, B Wing, Jawaharlal Nehru Bhawan
Ministry of External Affairs
Tel.: 23085368

Enclosure: Proforma

To:-

1. All Ministries/Departments of Central Government(**)
2. All Notice Boards in the Ministry of External Affairs
3. JS(AD)/Dir(ADP)/US(PF)/Dir(Lib & Info)

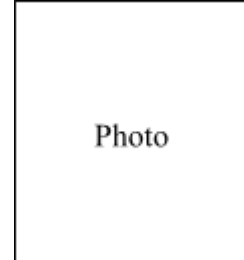
(**) All Ministries/Departments are requested to circulate the vacancies to the entire

field/sources, including Attached/Subordinate Offices.

Annexure

CURRICULUM VITAE PROFORMA

1. Name & Designation:
2. Date of Birth:
3. Date of retirement:
4. Educational Qualifications:
(Please provide a copy of degree with application)



5. Whether Educational and other qualification 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)

| | Qualification/ Experience required | Qualification/ Experience possessed by the Officer |
|-----------|---------------------------------------|--|
| Essential | | |
| Desired | | |

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

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

| Department/ Institution/ Organization | Post held | From | To | Scale of Pay and basic therein | Nature of duties performed |
|---|-----------|------|----|--------------------------------------|----------------------------------|
| | | | | | |

8. Details of current employment;
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/organisation to which you belong :

10. Additional details about present employment:

Please state whether working under (indicate the name of your employer against the relevant column):

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- a) Central Government
- b) State Government
- c) Autonomous Organization
- d) Government Undertaking
- e) Universities
- f) Others

11. Basic Pay, Pay Scale & Grade Pay:

12. Details of publication, if any:

13. Language known:

14. Additional information, if any, which you would like to mention in support of your suitability for the post:

15. Whether belong to SC/ST:

16. Remarks:

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.

Date:

(Signature of the Candidate)

Name:
Address:
Tel: (O)
(R)
(M)
E-mail ID:

Certificate to be furnished by the Employer / Head of Office/ Forwarding Authority

Certified that the particular furnished by ----- are correct and he/she possess educational qualifications and experience mentioned in the circular.

Also certified that:

- I. There is no vigilance case pending/contemplated against him/her
- II. Attested copies of complete ACRs dossiers for the last 5 years attested (on each page) by an officer not below the rank of Under Secretary to the Government of India are enclosed.
- III. His/Her integrity is beyond doubt.
- IV. No major/minor penalties has been imposed on him/her during the last 10 years/ lists of major/minor penalties imposed on him/her during the last 10 years is enclosed. (Strike out whichever is not applicable)
- V. Cadre Clearances Certificate from Cadre Controlling Authority is enclosed.

Date:

Signature:

Place:

Name & Designation: