**F.No. A-12011/18/92-Estt.**

**Government of India**

**Ministry of Consumer Affairs, Food & Public Distribution**

**Department of Consumer Affairs**

Krishi Bhawan, New Delhi

9th January, 2018

**Vacancy Advertisement**

It is proposed to fill up one post of Assistant Library and Information Officer in the Level-7 (Rs. 44,900-1,42,400) of pay matrix, General Central Service, Group'B' Non-Gazetted, Non-Ministerial in the Department of Consumer Affairs in the Ministry of Consumer Affairs, Food and Public Distribution. The post is proposed to be filled up by Deputation (Including Short Term Contract) from the officers under the Central Government or State Governments or Union territories or public sector undertakings or universities or recognized research institutions or semi-Government or autonomous bodies or statutory organisations:-

(A)(i) Holding analogous posts on regular basis in the parent cadre or Department; or

(ii) with five years’ service in the grade rendered after appointment thereto on a regular basis in posts in Level-6 (Rs. 35400-1,12,400) in the pay matrix or equivalent in the parent cadre or Department

(B) Possessing the following Educational Qualification and Experience:-

**Essential:-**

1. Bachelor’s Degree in Library Science or Library and Information Science from a recognised university or institute, and
2. two years’ professional experience in a Library under Central Government or State Government or autonomous or statutory organisation or public sector undertaking or university or a recognised research or educational

**Desirable:-**

1. Masters’ Degree in Library Science or Library and Information Science from a recognized university or institute;
2. Diploma in computer Application from a recognized university or institute.

Note 1:- Period of deputation including period of deputation in another Ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall not to exceed three years.

Note 2:- The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56-years as on the closing date of receipt of application.

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2. Officers selected will have the option to draw his Basic Pay plus deputation duty allowance or to have his pay fixed in the scale of pay of the post in accordance with DOP&T’s OM No. 6/8/2009-Estt, (pay-II) dated 17th June, 2010 as amended from time to time.

4. **Applications of interested and eligible officers, who could be-spared in the event of their selection may be sent through proper channel in the prescribed proforma (Annexure – I) in triplicate along with their last 5-years’ Annual Performance Appraisal Reports so as to reach the Under Secretary(Estt.), Room No. 373-C, Department of Consumer Affairs, Krishi Bhavan, New Delhi within 60-days from the date of publication of this advertisement in the Employment News. Application received after the due date or found incomplete will not be considered.** While forwarding the application, the sponsoring organisation should verify and certify that the particulars furnished by the applicant are correct. The following information/documents also need to be sent along with the application:-

1. Cadre Clearance;
2. Vigilance Clearance keeping in view the instructions contained in DoP&T’s O.M.s No. 14017/101/91-Estt.(RR) dated 14.07.1993 and No. 11012/11/2007-Estt.(A) dated 14.12.2007;
3. Integrity Certificate;
4. Major / Minor Penalty Statement imposed during the last 10-years; and
5. Photocopies of the APARs of last 5-years duly attested of each page by an officer not below the rank of Under Secretary in the Govt. of India.

5. Applications not in the prescribed proforma and/or not accompanied by cadre clearance, vigilance clearance, integrity certificate, details of major/minor penalties imposed during the last l0-years and upto date APARs dossiers for the last 5 years duly attested on each page are liable to be rejected summarily.

(**A.K. Pandey**)

Under Secretary(Estt.)

Tel. 23381120

**ANNEXURE-I**

**BIO-DATA / CURRICULUM VITAE PROFORMA**

|  |  |  |
| --- | --- | --- |
| 1.Name and Address  (in Block Letters) |  | |
| 2.Date of Birth (in Christian era) |  | |
| 3. i)Date of entry into service |  | |
| ii) 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 the one prescribed in the rules, state the authority for the same)** |  | |
| **Qualifications / Experience required as mentioned in the advertisement/vacancy circular** | | **Qualifications/experience possessed by the officer** |
| **Essential** | | **Essential** |
| A)Qualification  Bachelor’s Degree in Library Science or Library and Information Science from a recognised university or institute | | A)Qualification |
| B)Experience  two years’ professional experience in a Library under Central Government or State Government or autonomous or statutory organisation or public sector undertaking or university or a recognised research or educational | | B)Experience |
| **Desirable** | | **Desirable** |
| A)Qualification   1. Masters’ Degree in Library Science or Library and Information Science from a recognized university or institute 2. Diploma in computer Application from a recognized university or institute | | A)Qualification |
| B)Experience | | B)Experience |
| 6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and Work experience of the post. | |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Office/Institution | Post held on regular basis | From | To | \*Pay Band and Grade Pay/Pay Scale/Level in Pay Matrix of the post held on regular basis | Nature of Duties(in detail) highlighting experience required for the post applied for |
|  |  |  |  |  |  |

**\*Important**: Pay Band and Grade pay granted under ACP/MACP are personal to the officer and, therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the candidate, may be indicated as below:

|  |  |  |  |
| --- | --- | --- | --- |
| Office/Institution | Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme | From | To |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 8. Nature of present employment i.e Ad-hoc or Temporary or Quasi- Permanent 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 the applicant belongs. | d)Name of the post and Pay of the post held in substantive capacity in the parent organization |
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| --- | --- | --- | --- | --- |
| **9.1 Note**: In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.  **9.2 Note**: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre / organization | | | |  |
| 10. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details. | |  | | |
| **11. Additional details about present employment**:  Please state whether working under (indicate the name of your employer against the relevant column)   1. Central Government 2. State Government 3. Autonomous Organization 4. Government Undertaking 5. Universities 6. Others | |  | | |
| 12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade. | |  | | |
| 13. 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. | |  | | |
| 14. **In case the applicant belongs to an organization which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organization showing the following details may be enclosed.** | | | | |
| Basic Pay with Scale of Pay and rate of increment | Dearness Pay/interim relief/ other Allowances etc.,(with break-up details) | | Total Emoluments | |
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| --- | --- |
| **16. Additional information**, if any, relevant to the post you applied for 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)** |  |

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provide by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

**(Signature of the candidate)**

Address

Date

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**Certification by the Employer / Cadre Controlling Authority**

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the Vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

1. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt………………………………………………………………………………
2. His/Her integrity is certified.
3. His/Her CR Dossier in original is enclosed/photocopies of the ACRs/APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
4. No major/minor penalty has been imposed on him/ her during the last 10 years or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed(as the case may be).

Counter signed

Date:

Place:

(Employer/ Cadre Controlling Authority with Seal)

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**Points to be noted by the Sponsoring Organizations while forwarding the application of the candidate for appointment on deputation to the post of Registrar, NCDRC**

1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M. No.11012 /11/2007-Estt.(A) dated 14.12.2007.
2. While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP&T as contained in O.M. No.2/1/2012 Estt.(Pay.II) dated 04.01.2013 may be strictly adhered to.
3. The applications/CV not accompanied by supporting certificates/documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.
4. To facilitate determination of eligibility of the applicants working in Public Sector Undertakings/Autonomous organizations not following the Central Government Scales, their equivalent scales of pay/posts may be confirmed by the lending organization.