

No. ADM/CON/S-I(8)/Lib./ 104
Government of India
Ministry of Culture
National Library

Belvedere Rd., Kolkata-27
Dated the

122 FEB 2024

CIRCULAR NO. 80 OF 2023-2024

Sub:- Filling up of the post of Assistant Library and Information Officer (Laboratory) in National Library, Kolkata by Deputation (including Short-Term contract) basis.

It is proposed to fill up the post of **Assistant Library and Information Officer (Laboratory)** in National Library, Kolkata on deputation (including Short-Term contract) basis. The particulars of the post, eligibility conditions etc. are shown in the table below:-

Sl. No.	Name of the posts and pay Scale	No. of vacancies	Eligibility for deputation
1.	Assistant Library and Information Officer (Laboratory), General Central Service, Group-"B", Gazetted, Non-Ministerial, Level-07 in the pay matrix (Rs.44900-142400)	01	Officers of the Central/State Government/Union territories/Public Sector/ Undertaking/recognised research institutions/Universities, Semi Government statutory or Autonomous organisations: (a) (i) Holding analogous post on regular basis in the parent Cadre/Department; or (ii) With six years service in the Grade rendered after appointment there to on regular basis in Level-06 in the pay matrix (Rs.35400-112400) or equivalent in the parent Cadre/Department; and (b) Possessing the following educational qualifications and experience : (i) Bachelors Degree of a recognised university or equivalent with Chemistry as a subject. (ii) Bachelor's Degree or equivalent in Library Science of a recognized university /institute or equivalent. (iii) Two years' experience as a Chemist in a Chemical Laboratory of Government or a recognized Chemical Laboratory.

Note 1: The period of deputation including the 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 ordinarily not exceed three years.
The maximum age limit for deputation is 56 years as on the closing date of receipt of applications.

Note 2: The departmental official in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

3. List of duties and responsibilities attached to the post of Assistant Library and Information Officer (Laboratory):-

Assistant Library and Information Officer (Laboratory) executes activities of the Chemical Laboratory; shoulders responsibility for the upkeep of reading materials of the Library; ensure pest control.

4. Regulation of pay and other terms of deputation:

The pay of the selected candidate will be regulated under the provisions contained in the DoP&T O.M. No. 6/8/2009-Estt.(Pay-II) dated 17/06/2010 as amended from time to time.

5. Age limit:

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

6. Period of deputation:

The period of deputation including the 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 ordinarily not exceed three years.**

5. Application (in duplicate) only in the prescribed proforma (Annexure-I) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the forwarding authority (in proforma Annexure-II) along with the following documents may be forwarded to Mr. **Md. Usman Ghani, ALIO and Head of Office, National Library, Belvedere Rd., Alipore, Kolkata-700027**, within 45 days of publication of this advertisement in the Employment News/Rozgar Samachar:

- (i) Integrity certificate
- (ii) List of major/minor penalties imposed if any, on the official during the last 10 years; (if no penalty has been imposed a 'Nil' certificate should be enclosed).
- (iii) Vigilance clearance certificate
- (iv) Photocopies of the ACRs/APARs for the last 5 years

Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.

6. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. For more details and prescribed proforma of application, visit the official website of National Library.

(<http://www.nationallibrary.gov.in>)

Encl.: Annexure-I and II



(Md. Usman Ghani)
Assistant Library and Information Officer
And Head of Office

Copy to:-

1. The Under Secretary, Ministry of Culture, Library Section, Shastri Bhawan, 'D' Wing, New Delhi-110001, with the request to send the copy of the Circular to all the Ministries, Govt. of India and also to the Chief Secretaries of all the State Government/Union Territories for wide circulation.
2. ALIO & In-charge of the Computer Division with a request to upload the circular on National Library's website.



(Md. Usman Ghani)
ALIO & HOO

ANNEXURE-I

Proforma for application for the post of Assistant Library and Information Officer (Laboratory) on Deputation (including Short-Term Contract) basis in National Library, Kolkata

BIO-DATA 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 Qualification	
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	Qualifications/ experience possessed by the Officer
	Essential	Essential
	(a) Qualification	(a) Qualification
	(b) Experience	(b) Experience
	Desirable	Desirable
	(a) Qualification	(a) Qualification
	(b) Experience	(b) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.		
5.2 Note: In the case of Degree and Main subjects and subsidiary subjects may be indicated by the candidate.		
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.	
6.1 Note: Borrowing Department are to provide their specific comments/ views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.		

7. 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 on regular basis	From	To	*Pay Level/Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

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

Office/Institution	Pay Matrix/Pay Band and Grade Pay drawn under ACP/MACP Scheme		
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 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.

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11. Total emoluments per month now drawn			
Basic Pay in the Pay Matrix	Level	Total Emoluments	

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 provided 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 _____

E-mail: _____

Mobile: _____

Date _____

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:**

- i) There is no vigilance or disciplinary case pending/contemplated against
Shri/ Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/ Photocopies of the ACRs 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.
- iv) 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).

Note:- 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.

Countersigned

(Employer/Cadre Controlling Authority with Seal)