

GOVERNMENT OF INDIA,  
NATIONAL LIBRARY,  
KOLKATA - 27

NO. ADM/CON/S-I(8)/...26...

Dated...19 JUL 2021

CIRCULAR NO. 21 OF 2021-2022

Subject:- Filling up the post of Assistant Library & Information Officer (Gujarati Language) in the National Library, Kolkata advertisement for deputation (including short term contract) basis.

One post of Assistant Library & Information Officer (Gujarati Language), (G.C.S. Group 'B' - Gazetted, Non-Ministerial) in the pay scale of Rs. 44,900-1,42,400/- Level-7 in the National Library, Kolkata, a Subordinate office under the Ministry of Culture, is required to be filled by deputation (including short term contract) basis. The educational qualifications and experience, eligibility criteria, etc. required for the post are as under:-

**1. Educational Qualifications & Experience:-**

Essential:

- (i) Bachelors Degree in the Language concerned i.e. Gujarati Language from a recognised university or equivalent.
- (ii) Bachelors Degree or equivalent in Library Science from a recognised University/Institute or equivalent.
- (iii) Two years experience in a recognized Library or two years experience in computerisation of a recognised library or Post Graduate diploma in Computer Application from a recognised institute or equivalent.

Note (a):-Qualifications are relaxable at the discretion of the Union Public Service Commission in the case of candidates otherwise well qualified.

Note (b):- The qualification (s) relating to experience is/are relaxable at the discretion of the Union Public Service Commission in case of candidates belonging to the Scheduled Castes or Scheduled Tribes, if at any stage of selection the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.

Desirable:

(a) Master's Degree in Library Science of a recognised University/Institute or equivalent.

**2. Eligibility :** Officers of the Central/State Government/Union Territories/Public Sector/ Undertakings/ recognized research Institutes/Universities/semi-government/statutory or autonomous organizations.

**(a) (i)** Holding analogous posts [(Assistant Library and Information Officer (Gujarati Language)] on regular basis in the parent cadre/Department

OR

(ii) Library and Information Assistant (Gujarati Language) with three years service in the grade rendered after appointment therto on regular basis in the scale of pay Rs. 35,400-1,12,400/-, Level - 6 or equivalent in the parent Cadre/Department;

And

- (b) Possessing the educational qualifications and experience prescribed for direct recruits under Para 1 herein above.

Note (a):

- (i) The departmental officer 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.
- (ii) The period of deputation/contract including period of deputation/contract 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.
- (iii) The maximum age limit for appointment by deputation (including short-term contract) shall be "Not exceeding 56 years" as on the closing date of receipt of application)

Note (b): The crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/post in the Employment News.

3. Pay:-

The pay of the selected candidate will be regulated in accordance with the Ministry of Finance O.M. No. 10(24)-E.II(B)/60 dated 04.05.1981 as amended from time to time.

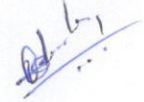
Deputation period: - The deputation period shall ordinarily not exceed 3 years.

It is requested that the contents of this circular may be brought to the notice of all concerned and the application of suitable eligible and willing officers, as per the attached Pro-forma (**Annexure-I**) duly signed by the candidate (s) and countersigned by the Employer together with Bio-data and Up-to-date character Roll Dossiers/APARs of the applicants may be forwarded to the **Director General, National Library, Kolkata**. Where there is no practice of maintaining confidential reports, a certificate to this effect may be furnished by the competent authority. Applications received after the last date or found deficient in any manner will not be entertained. While forwarding the applications, it may be verified and certified that the particulars furnished by the officer(s) are correct and that no disciplinary case is either pending or contemplated against him.

**Note:- All the applicants are advised that they must submit their application along with (i) Cadre Clearance Certificat. (ii) Integrity certificate (iii) Vigilance certificate (iv) Annual Confidential Reports/APAR (for last 5 years) (v) Statement of Major/Minor penalties, if any imposed upon the officer during the last 10 years, within last date of receipt of application through their Employer/Cadre Controlling Authority.**

The candidate selected for appointment will be required to join duty immediately after selection. The maximum age-limit for appointment by transfer on deputation shall not exceed 56 years as on the closing date of receipt of applications.

An officer once nominated will not be permitted to withdraw on his own. The last date of submission of applications will be 60 days to be counted from the next date to the advertisement of the vacancy Circular in the Employment News.

  
(P.B. Chauhan)  
Head of Office

Encl. :Annexure.

**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 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 as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
	<b>Essential</b>	<b>Essential</b>
	(a) Qualification	(a) Qualification
	(b) Experience	(b) Experience
	<b>Desirable</b>	<b>Desirable</b>
	(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 Post Graduate Qualifications Elective/ 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 spate 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.			
<b>11. Additional details about present employment:</b>  Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) 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. Total emoluments per month now drawn			
Basic Pay in the PB	Grade Pay	Total Emoluments	
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay –scales, the latest salary slip issued by the Organisation 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	
16A. 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 (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)			
<b>16B. Achievements:</b> The candidates are requested to indicate information with regard to: (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation			

(iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition (vi) Any other information <b>(Note: Enclose a separate sheet if the space is insufficient)</b>	
17. 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 Organizations are eligible only for Short Term Contract. # (The option of 'STC'/Absorption/ 'Re-employment are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18. Whether belongs SC/ST	

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

\_\_\_\_\_

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

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(Employer/Cadre Controlling Authority with Seal)