F. No. 21/12/2018-CS.I(P)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS.I Division)
****

2nd Floor, 'A' Wing, Lok Nayak Bhawan,
Khan Market, New Delhi
Dated the 25th June, 2019

OFFICE MEMORANDUM

Sub: Filling up of various posts in the O/o UPSC – Regarding.

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The undersigned is directed to circulate herewith Vacancy Circulars No. A-35021/03/2019-Admn.II and A-35021/04/2019-Admn.II dated 12th June 2019 (along with enclosures), on the above mentioned subject, for information to all concerned officers.

2. The cadre units while granting clearance to SOs/ ASOs may do so, in terms of the guidelines used by CS.I Division vide O.M. No. 7.10.2016 dated 13th April 2018.

3. In case of any further clarifications, applicants are requested to contact the concerned Ministry/ Department.

(George D. Toppo)
Under Secretary to the Govt. of India
Tel: 2464 2705

To:

All Ministries/ Departments (through DOPT's website)

Fax: 011-23098662

No.A.35021/03/2019-Admn.II
Union Public Service Commission
Dholpur House, Shahjahan Road,
New Delhi-110069

Dated:12.06.2019

VACANCY CIRCULAR

Subject:- Filling up the post of Assistant Library & Information Officer (General Central Service, Group 'B', Gazetted, Non-Ministerial) in Level 7 of CCS (RP) Rules 2016 in the Office of UPSC on Composite Method [Deputation (including Short Term Contract) basis plus promotion basis].

It is proposed to fill up one post of Assistant Library & Information Officer (General Central Service, Gr. B, Gazetted, Non-Ministerial) in the Level 7 of CCS (RP) Rules 2016 in the Office of UPSC on Composite method [deputation (including Short Term Contract) plus promotion basis].

2. **Eligibility Conditions: (i) Composite Method:-Deputation (including Short Term Contract) plus Promotion-**

Officers of the Central Government or State Government or Union Territories or Public Sector Undertakings or Universities or Recognized Research Institutions or Autonomous or Statutory or Semi-Government Organizations,-

(a)(i) Holding analogous posts on regular basis or equivalent; or

(ii) with five years' regular service in level-6(Rs. 35400-112400/-) of the pay matrix or equivalent; and

(b) Possessing the following educational qualifications and experience namely;

A. Essential

(i) Bachelors degree in Library Science or Library and Information Science from a recognized University or Institute; and

(ii) Two years professional experience in a Library under Central Government or State Government or Union territory or Autonomous or Statutory Organization or Public Sector Undertakings or University or Recognized Research or Educational Institution;

B.Desirable

(i) Master's degree in Library Science or Library and Information Science from a recognized University or Institute;

(ii) Diploma in Computer Applications from a recognized University or Institute.

Note 1: The Departmental Library and Information Assistant in level 6 (Rs. 35400-112400/-) of the pay matrix with five years of regular service and possessing Bachelor's Degree in Library Science or Library and Information Science from a recognized university or institute and having completed successful training of two to three weeks in the field of Library and Library Science shall also be considered along with outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

Note 2: Period of deputation (including short term contract) including period of deputation (including short term contract) to another ex-cadre post held immediately preceding this appointment the same or other organizations or departments of the Central Government shall be initially for one year which may extended as per DoP&T guidelines.

Note 3: The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.

3. List of duties & responsibilities attached to the post of Assistant Lib. & Information Officer:-

(i) He/she shall be rendering such assistance to the LIO as may be desired and he will function as in charge of the library in absence of LIO.

(ii) He/she will place supply orders/renewal of journals/ purchasing of books/scrutinize bills for books, periodicals and all other miscellaneous items purchased before sending for approval of Competent Authority.

(iii) Provide reference and information service to library users, bibliography, retrieving materials reference, and inter library request.

(iv) Classification of new Books.

(v) AMC of library equipments & software.

(vi) Helping LIO in conducting Library committee meetings and other day to day work of the library.

(vii) He/she will manage and plan administrative and budgetary functions of the library & Information services.

(viii) Documentation Work of the library.

(Ix) Arrange to settle the Audit Para/queries.

(x) He/she will select relevant material in the newspaper/magazines for clipping.

(xi) Weeding out books/magazines/journals.

(xii) He/she will look after the functioning of library software from time to time and liaise with computer section and library personnel for smooth functioning of library.

(xiii) Any other work entrusted by the Competent Authority from time to time.

4. **Regulation of pay and other terms of deputation**:

The pay of the selected candidate will be regulated under the provisions contained in the Dept. of Personnel & Training 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 (ISTC) shall not be exceeding 56 years as on the closing date of receipt of applications.

6. **Period of deputation**

Period of deputation (ISTC) shall be initially for one year to be extendable as per DoP&T guidelines

7. **Consultation with UPSC:**

Consultation with Union Public Service Commission is not necessary.

8. **Reservation for SC/ST:**

No provision for reservation exists for the posts to be filled up on deputation basis.

9. Application along with Bio-data (in duplicate) 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 at Annexure-II) along with the following documents:-

(i) Integrity certificate
(ii) Statement 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) Attested photocopies of the ACRs for the last five years i.e. 2013-14 to 2017-18 (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India).
(v) Cadre clearance

may be forwarded in respect of each candidate separately to Shri B.K.Sahu, Under Secretary (Admn.), Room No. 218/AB, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069, **within 60 days** of publication of this advertisement in the Employment News/ रोजगार समाचार. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not to be entertained.

10. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. **Government strives to have a workforce who reflect gender balance and women candidates are encouraged to apply.**

(B.K.Sahu)
Under Secretary (Admn.II)

Copy to:

1. All Ministries/Departments of Govt. of India (as per list attached).
2. Principal Secretaries of State Govt. /Union Territories, Cadre Controlling Authorities of Universities/ Autonomous Organizations, with request to give wide publicity to this Vacancy Circular.
3. All Notice Boards of UPSC-eligible and interested officers may forward their applications through their concerned Admn. Section with the stipulated date.
4. The General Manager-cum-Chief Editor, Employment News, Ministry of Information and Broadcasting, 7th Floor, Soochna Bhavan, C.G.O. Complex, New Delhi; with a request to publish this circular **(indicative)** in the ensuing issue of Employment News/ रोज़गार समाचार.
5. The Director (CS. I), DoP&T- with a request to upload the vacancy circular on the official website of DoP&T.
6. National Career Service (NCS) Portal, Ministry of Labour & Employment, Shram Shakti Bhawan Rafi Marg, New Delhi-110001 - for uploading the vacancy circular on their official website.
7. Web Cell, UPSC with a request to upload the vacancy circular on the official website of the Commission.

(B.K.Sahu)
Under Secretary (Admn.II)
Union Public Service Commission

Proforma for application for the post of Assistant Library & Information Officer on Deputation including short term contract plus promotion basis in the Office of UPSC.

BIO-DATA PROFORMA

1. Name and postal address (in Block Letters) with Telephone no.

2. Date of Birth (in Christian Era)

3. Date of retirement under Central Govt. Rules

4. Educational qualifications

   (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

5(a)(i) Holding analogous posts on regular basis or equivalent; or

(ii). Do you possess five years' regular service in Level 6 (Rs. 35400-112400/-) of the pay matrix or equivalent and

(b). Do you possess the following educational qualifications and experience namely:-

A. ESSENTIAL

(i) Bachelors degree in Library Science or Library and Information Science from a recognized University or institute; and

(II) two year's professional experience in a library under Central Govt. or State Govt. or union territory or autonomous or statutory organization or public sector undertakings or university or recognized research or educational institution.

B. Desirable

(I) Master's degree in Library Science or Library and Information Science from a recognized University or institute

(ii) Diploma in Computer Applications from a recognized university or institute

7. Details of employment with brief description of duties performed, in chronological order (Starting from entry in Central Government service). *Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient*

Office/ Organization	Post held with scale of pay / Level of pay in pay matrix	Period of service		Basic pay	Nature of appointment whether regular/ad-hoc/deputation	Post wise brief details of duties performed
		from	to			
1	2	3	4	5	9	10

8. Nature of present employment, i.e. ad-hoc or temporary or permanent

9. In case the present employment is held on deputation please state

(a) The date of initial appointment

(b) Period of appointment on deputation

(c) Name of parent office/Organization to which you belong

10. 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

Date	Pay scale (pre-revised) with Grade Pay	Basic pay (pre-revised)	Date of revision of pay	Revised Basic Pay as per 7th CPC	Level of pay in 7th CPC Matrix

11. Total emoluments per month now drawn

12. 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)

13. Full postal address of forwarding authority with name & telephone number

14. Whether belongs to SC/ST

15. Remarks

Signature of the candidate

Full office address

Tel. No.

Email ID

Date:

Annexure-II

(Certificate to Be Furnished by The Employer/Head of Office/Forwarding Authority)

Certified that the particulars furnished by _____ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

2. Also certified that: -

(i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt._____

(ii) His/her integrity is certified.

(iii) The photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.

(iv) *No major/minor penalty has been imposed on him/her during the last 10 years*

(v) A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. *

Signature :

Name & Designation :

Telephone No. :

Office Seal :

Fax No. :

Place:

Dated:

List of enclosure:

1.

2.

3.

4.

5.

6.

(*Strike out which is not applicable.)

Fax: 011-23098652

No.A.35021/04/2019-Admn.II
Union Public Service Commission
Dholpur House, Shahjahan Road,
New Delhi-110069

Dated:-06.06.2019

VACANCY CIRCULAR

Subject:- Filling up the post of Library & Information Assistant (General Central Service, Group 'B', Non-Gazetted, Non-Ministerial) in Level 6 of CCS (RP) Rules 2016 in the Office of UPSC by deputation(including Short Term Contract) basis.

It is proposed to fill up one post of Library & Information Assistant (General Central Service, Gr. B, Non-Gazetted, Non-Ministerial) in the Level 6 of CCS (RP) Rules 2016 in the Office of UPSC by deputation (including Short Term Contract) basis.

2. **Eligibility Conditions: Deputation (including Short term contract)**

Officials of the Central Government or State Government or Union territories or Semi Government or Recognized Research Institutions or Universities or Public Sector Undertakings or Autonomous or Statutory Organizations,-

(A)(i) Holding analogous posts on regular basis; or

(ii) with six years' of regular service in the grade of level-5 (Rs. 29200-92300/-) of the pay matrix or equivalent; and

(B) possessing the following educational qualifications and experience, namely;

(a). Essential

(i) Bachelors degree in Library Science or Library and Information Science from a recognized University or institute.

(ii) two year's professional experience in a Library under Central Government or State Government or Union territories or Autonomous or Statutory organization or Public Sector Undertakings or Universities or Recognized Research or Educational Institution;

(b). Desirable

(i) Diploma in Computer Application from a recognized university or institute.

Note 1: The departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: 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 other organization or department of the Central Government shall ordinarily not exceed

three years. The maximum age limit for appointment by deputation (including short term contract) shall be 'not exceeding fifty-six years as on the closing date of receipt of applications.

3. List of duties & responsibilities attached to the post of Library & Information Assistant is as under:-

(i) Maintain & update catalogues of the library using library management software.

(ii) Searching of book through library management software.

(iii) Assist in physical verification work.

(iv) Provide reference & information services to library user.

(v) Creating and updating computerized bibliographical database.

(vi) In the absence of LIO/ALIO he/she will supervise the work of library

(vii) Custody of library records/ Accession register/ journal magazine register etc.

(viii) Noting drafting/billing/serial control work of the library.

(ix) Monitoring regarding timely distribution of newspapers/magazines to Hon'ble Chairman/Members/Senior Officers and also look after the proper arrangement & circulation system of books/periodicals in the library.

(x) Rendering reference services/Documentation work.

(xi) File movement of Library.

(xii) Attending to inter-library loan services.

(xiii) Any other work entrusted by the Competent Authority from time to time.

4. **Regulation of pay and other terms of deputation**:

The pay of the selected candidate will be regulated under the provisions contained in the Dept. of Personnel & Training 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 (ISTC) shall not be exceeding 56 years as on the closing date of receipt of applications.

6. **Period of deputation**
Period of deputation (ISTC) shall be initially for three year to be extendable as per DoP&T guidelines

7. **Consultation with UPSC:**
Consultation with Union Public Service Commission is not necessary.

8. **Reservation for SC/ST:**
No provision for reservation exists for the posts to be filled up on deputation (ISTC) basis.

9. Application along with Bio-data (in duplicate) 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 at Annexure-II) along with the following documents:-

(i) Integrity certificate
(ii) Statement 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) Attested photocopies of the ACRs for the last five years i.e. 2013-14 to 2017-18 (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India).
(v) Cadre clearance

may be forwarded in respect of each candidate separately to Shri B.K.Sahu, Under Secretary (Admn.), Room No. 218/AB, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069, **within 60 days** of publication of this advertisement in the Employment News/ रोजगार समाचार. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not to be entertained.

10. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. **Government strives to have a workforce who reflect gender balance and women candidates are encouraged to apply.**

(B.K.Sahu)
Under Secretary (Admn.II)

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1. All Ministries/Departments of Govt. of India (as per list attached).
2. Principal Secretaries of State Govt. /Union Territories, Cadre Controlling Authorities of Universities/ Autonomous Organizations, with request to give wide publicity to this Vacancy Circular.
3. All Notice Boards of UPSC-eligible and interested officers may forward their applications through their concerned Admn. Section within the stipulated date.
4. The General Manager-cum-Chief Editor, Employment News, Ministry of Information and Broadcasting, 7th Floor, Soochna Bhavan, C.G.O. Complex, New Delhi; with a request to publish this circular **(indicative)** in the ensuing issue of Employment News/ रोज़गार समाचार.
5. The Director (CS. I), DoP&T- with a request to upload the vacancy circular on the official website of DoP&T.
6. National Career Service (NCS) Portal, Ministry of Labour & Employment, Shram Shakti Bhawan Rafi Marg, New Delhi-110001 - for uploading the vacancy circular on their official website.
7. Web Cell, UPSC with a request to upload the vacancy circular on the official website of the Commission.

(B.K.Sahu)
Under Secretary (Admn.II)
Union Public Service Commission

Annexure-I

Proforma for application for the post of Library & Information Assistant on Deputation (including short term contract basis) in the Office of UPSC.

BIO-DATA PROFORMA

1. Name and postal address (in Block Letters) with Telephone no.
2. Date of Birth (in Christian Era)
3. Date of retirement under Central Govt. Rules
4. Educational qualifications
   (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

5(A) (i) Holding analogous post on regular basis; or

(ii). Do you possess six years of regular service in the grade of Level-5 (Rs. 29200-92300/-) of the pay matrix or equivalent; and

5 (B). Do you possess the following educational qualifications and experience namely:-

ESSENTIAL

(i) Bachelors degree in Library Science or Library and Information Science from a recognized University or institute.

(II) Two year professional experience in a library under Central Govt. or State Govt. or Autonomous or Statutory organization or Public Sector Undertakings or Universities or Recognized Research or Educational Institution;

(6). **Desirable**

(i) Diploma in Computer Applications from a recognized university or institute

7. Details of employment with brief description of duties performed, in chronological order (Starting from entry in Central Government service). *Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient*

Office/ Organization	Post held with scale of pay / Level of pay in pay matrix	Period of service		Basic pay	Nature of appointment whether regular/ad-hoc/deputation	Post wise brief details of duties performed
		from	to			
1	2	3	4	5	9	10

8. Nature of present employment, i.e. ad-hoc or temporary or permanent
9. In case the present employment is held on deputation please state
   (a) The date of initial appointment
   (b) Period of appointment on deputation
   (c) Name of parent office/Organization to which you belong

10. 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

Date	Pay scale (pre-revised) with Grade Pay	Basic pay (pre-revised)	Date of revision of pay	Revised Basic Pay as per 7th CPC	Level of pay in 7th CPC Matrix

11. Total emoluments per month now drawn
12. 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)

13. Full postal address of forwarding authority with name & telephone number

14. Whether belongs to SC/ST
15. Remarks

Signature of the candidate
Full office address

Tel. No.
Email ID

Date:

Annexure-II

(Certificate to be Furnished by The Employer/Head of Office/Forwarding Authority)

Certified that the particulars furnished in Annexure I by _____ are correct and he/she possesses, the required regular service, educational qualifications and experience mentioned in the vacancy circular.

2. Also certified that: -

(i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt._____

(ii) His/her integrity is certified.

(iii) The photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.

(iv) *No major/minor penalty has been imposed on him/her during the last 10 years*

(v) A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. *

Signature :
Name & Designation :
Telephone No. :
Office Seal :

Fax No. :

Place:

Dated:

List of enclosure:
1.
2.
3.
4.
5.
6.

(*Strike out which is not applicable.)