

No.21/01/2021-CS-I (Coord)  
Ministry of Personnel, Public Grievances Pension  
Department of Personnel & Training  
(C.S.I Division)

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2<sup>nd</sup> Floor, 'A' wing,  
Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated 15<sup>th</sup> April, 2021

**OFFICE MEMORANDUM**

**Subject:- Invitation of applications for post of Library and Documentation Officer (LDO) in Ministry of Social Justice and Empowerment.**

The undersigned is directed to circulate the Circular No. 17020/02/2019/SCD-VI dated 12.03.2021 (along with enclosures) received from Ministry of Social Justice and Empowerment inviting applications from eligible candidates for the post of Library and Documentation Officer (LDO).

2. The Circular is hereby uploaded only for eligible CSS Officers in terms of OM No. 2/2/2010-CS.I (U) dated 18<sup>th</sup> August, 2010. In case of any further clarification, applicants are requested to contact the concerned Ministries/Departments.

3. It may be noted that Cadre Clearance from CS.I Division will be required in case of any Under Secretary and above level officers of CSS submit his candidature for the deputation post.

  
(Amit Ghosal)

Under Secretary to the Government of India

Tele:- 24629412

To,

All Ministries/Departments (through DOPT's website)

बिकास त्रिवेदी  
निदेशक  
Vikas Trivedi  
Director



डॉ. अम्बेडकर अंतर्राष्ट्रीय केन्द्र  
सामाजिक न्याय और अधिकारिता मंत्रालय  
भारत सरकार

Dr. Ambedkar International Centre  
Ministry of Social Justice and Empowerment  
Government of India

Dated: 19.03.2021

Dear Madam/ Sir,

Dr. Ambedkar International Centre (DAIC) at 15 Janpath, New Delhi was inaugurated by the Hon'ble Prime Minister of India Shri Narendra Modi on 7th December 2017. As per the announcement of the Hon'ble Prime Minister this Centre is a Centre of Excellence for study, research, analysis and Policy making in the field of Socioeconomic Transformation. The main focus of the Centre is to reduce Socio-economic inequalities by conducting rigorous and authoritative research.

2. It is informed that DAIC is inviting applications for filling up of the post of Library and Documentation Officer (LDO) on deputation basis from suitable candidates who fulfill the eligibility conditions as per circular no. F.No. 17020/02/2019/SCD-VI dated 12<sup>th</sup> March, 2021 (Copy enclosed). **Last date for receiving application is 27.04.2021.**

3. The contact numbers of important appointments of DAIC are mentioned below, which may be contacted in case of queries, if any:

- Sh. Vikas Trivedi, Director, DAIC: - 8146633005.
- Shri Raj Kumar, Consultant (Admin.): - 9868151789 / 011-23477479 / 449 / 664.
- Mrs. Vidushi, Consultant (Media cum IT): 9819390691.

4. This information may please be given vide publicity through your official website, social media platforms, e-mail and other e-groups. Our official website "<http://daic.gov.in/> and <http://socialjustice.nic.in/>" may also be visited for further details.

(Vikas Trivedi)

निदेशक / Director  
डॉ. अम्बेडकर अंतर्राष्ट्रीय केन्द्र  
Dr. Ambedkar International Centre  
सामाजिक न्याय और अधिकारिता मंत्रालय  
Min. of Social Justice & Empowerment  
भारत सरकार, नई दिल्ली  
Govt. of India, New Delhi

F.No. 17020/02/2019/SCD-VI  
 Dr. Ambedkar International Centre  
 Department of Social Justice and Empowerment  
 Ministry of Social Justice and Empowerment  
 Govt. of India

15, Janpath, New Delhi  
 12<sup>th</sup> March, 2021

**CIRCULAR**

Applications are invited for filling up of the following post in the Dr. Ambedkar International Centre, Ministry of Social Justice and Empowerment, New Delhi-110001, on deputation basis from suitable candidates who fulfill the eligibility conditions as shown below:

S.No.	Name of Post	No. of Posts	Pay Scale (Rs.)	Eligibility Conditions
1.	Library and Documentation Officer	01	PB.4 – Rs. 37400-67000 + GP 8700 (Level -13)	<p>Officers under the Central Government or State Government or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertaking or Semi Government or Statutory or Autonomous Organization and holding:-</p> <p>(i) Holding analogous posts Pay Band-4 (Rs. 37400-67000) with Grade Pay of Rs. 8700 on regular basis; (or)</p> <p>(ii) With five years' regular service in the posts Pay Band - 3 Rs. 15600-39100 Grade Pay Rs. 7600/- or equivalent;</p> <p>(iii) With ten years' regular service in the posts Pay Band - 3 Rs. 15600-39100 Grade Pay Rs. 6600/- or equivalent;</p> <p>Possessing the following educational qualification and experience:-</p> <p>Bachelor Degree in Library Science or Library and Information Science from a recognized University with 15 years of professional experience in a Library under Central / State/UT Government / Autonomous or Statutory Organization / PSU/ University or Recognized Research or Educational Institution.</p>

2. Period of deputation including in another ex-cadre post held immediately preceding this appointment in the same organization / department shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.

3. The pay of the officer selected will be regulated in accordance with DoPT & OM No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010, as amended from time to time.

4. The selected officers will be on deputation for a period of three years initially which can be curtailed or extended further, depending upon the requirement and with the consent of the officer and approval of the leading department. The usual deputation terms will apply.

5. The application in the enclosed proforma (can be down loaded from the website of DAIC i.e. daic.gov.in and the official website of Ministry of Social Justice and Empowerment i.e. socialjustice.nic.in) from eligible officers who can be spared in the event of the selection may be forwarded through proper channel to the undersigned before **28<sup>th</sup> April, 2021** with (a) up-to-date ACR Dossiers of the candidate concerned or attested photocopies of the annual confidential reports for the last five years; (b) Vigilance Clearance Report clearly indicating that no disciplinary or criminal proceedings are either pending or contemplated against the officer concerned; (c) Statement showing the minor/major penalties imposed, if any, and (d) Integrity Certificate.

6. Recruitment Rules (RR) for the post of Library and Documentation Officer (LDO) is attached at page 9-10. In case of any Queries/Clarification the details given at RR shall be considered as final.

7. Application in the prescribed format (As per Annexure- I, II, III, IV, and V) may be submitted in the O/o Director, DAIC, 2<sup>nd</sup> Floor, 15, Janpath, New Delhi-110001).

(Vikas Trivedi)  
Director, DAIC

निदेशक / Director  
डॉ. अम्बेडकर अंतर्राष्ट्रीय केन्द्र  
Dr. Ambedkar International Centre  
सामाजिक न्याय और अधिकारिता मंत्रालय  
Min. of Social Justice & Empowerment  
भारत सरकार, नई दिल्ली  
Govt. of India, New Delhi

To,

- 1) All Ministries / Department of Government of India.
- 2) All Chief Secretaries States/ UTs.
- 3) All Central / State Universities or Institutions.
- 4) CGDA, Office of the CGDA, Ulan Batar Road, Palam, Delhi Cantt. – 110010.
- 5) Controller General of Accounts, Office of Controller General of Accounts, Ministry of Finance, Lok Nayak Bhawan, Khan Market, New Delhi-110002.
- 6) Director General of Audit (Central Expenditure), Office of the Director General of Audit (Central Expenditure). Room no. 206, 2<sup>nd</sup> Floor, AGCR Building, I.P. Estate, New Delhi-110002.
- 7) Comptroller and Auditor General of India, Office of the Comptroller and Auditor General of India, Pocket-9, Deen Dayal Upadhyaya Marg, New Delhi-110124.
- 8) Director (CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi- with the kind request to upload this circular on DoPT's website for wider Circulation.
- 9) Employment News, Ministry of Information and Broadcasting, East Block-IV, Level-5, R.K. Puram.

ANNEXURE - I

CURRICULAM VITAE PROFORMA

1. Name and address (In Block LETTER):
2. Applied for the post of:
3. Date of Birth (DD/MM/YY):
4. Educational Qualifications:
5. Whether belongs to SC/ST:
6. Experience possessed:
7. Date of retirement under Central/State Government rule:
8. Contact Number:
9. E-mail:
10. Qualification/ Experience Required as per format given below:

Qualifications Required	Qualifications possessed by the Officer
Essential	
Desirable	

Experience Required	Experience possessed by the Officer
Essential	
Desirable	

10(a). State clearly in light of entries made by you at para 10 above whether you qualify for post applied: Yes / No.

11. Details of employment, in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient):

OFFICE/ INSTITUTE/ ORGANISATION	POST HELD AND SERVICE/ CADRE TO WHICH IT BELONGS	FROM	TO	PAY IN THE PAY BAND AND CLASSIFICATION OF POST	NATURE OF DUTIES
(1)	(2)	(3)	(4)	(5)	(6)

✓ Nature of Present employment, i.e.

1. Ad-hoc basis
2. Regular /on temporary basis
3. Pay in the Pay band
4. Grade Pay drawn

13. 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 you belong.

14. Additional details about present employment, please state whether working under:

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

15. Are you in revised pay structure: If yes, give the date from which the revision took place and also indicate the pre-revised scale.

16. Total emoluments per month now drawn.

17. 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.

18. Remarks.

19. It is certify that above information is/are best of my knowledge.

(Signature of Candidate)

Date:

ANNEXURE - II

VIGILANCE CLEARANCE CERTIFICATE

Certified that no Vigilance case of disciplinary proceedings or criminal proceedings is either pending or contemplated against .....Who has applied for the post of ..... in the Dr. Ambedkar International Centre on deputation basis.

(Authorised Signatory)

Name & Office Seal:

Date:

(Not below the rank of Deputy Secretary)

ANNEXURE - III

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Report/ Annual Performance Appraisal Reports of..... Who has applied for the post of .....in the Dr. Ambedkar International Centre on deputation basis, it is certified that his / her integrity is beyond doubt.

(Authorised Signatory)

Name & Office Seal:

Date:

(Not below the rank of Deputy Secretary)



ANNEXURE - IV

ACR DOCUMENTS (DULY SIGNED BY CONCERNED AUTHORITY)

Copy of Last 5 years ACR of Shri/ Ms./ Mrs.  
..... who has applied for the post of  
.....in the Dr. Ambedkar International Centre on  
deputation basis, is enclosed herewith.

(Authorised Signatory)

Name & Office Seal:

Date:

(Not below the rank of Deputy Secretary)

ANNEXURE - V

NO PENALTY CERTIFICATE

Certified that no minor/major penalty has been imposed during the last 10 years on ..... Who has applied for the post of .....in the Dr. Ambedkar International Centre on deputation basis.

(Authorised Signatory)

Name & Office Seal:

Date:

(Not below the rank of Deputy Secretary)

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[Part IV]

भारत के कर्मियों का भर्ती

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Method of Recruitment whether by direct recruitment or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer to be made
10	11
Transfer on deputation (including short term contract)	<p>Transfer on deputation (including Short-term contract) Officers under the Central/State Govt./Union Territories/Universities/Recognized Research Institutions/Public Sector Undertakings/Autonomous, semi Govt. or Statutory Organizations etc.</p> <p>(a) (i) Holding analogous posts Pay Band-4 (Rs. Rs. 37400-67000) with Grade Pay of Rs. 3700 on regular basis; or</p> <p>(ii) With five years' regular service in the posts Pay Band-3 (Rs. 15600 - 39100) with Grade Pay of Rs. 7600 or equivalent ;</p> <p>(iii) With ten years' regular service in the posts Pay Band-3 (Rs. 15600 - 39100) with Grade Pay of Rs. 6600 or equivalent ;</p> <p>(b) Possessing the following educational qualification, experience -</p> <p>Bachelor Degree in any subject from a recognized University with 15 years of administrative/academic/managerial experience.</p> <p>Desirable-Experience of accounts related/financial advice work.</p> <p>(Period of deputation including in another ex-cadre post held immediately preceding this appointment in the same organisation/department shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 50 years as on the closing date of receipt of applications).</p> <p>Note: For the purpose of computing minimum qualifying service for the promotion, the service rendered on a regular basis by an officer prior to 01.01.2006/the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade/pay scale extended based on the recommendations of the Commission. For the purposes of appointment on deputation/absorption basis the service rendered on a regular basis by an officer prior to 01.01.2006/the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended shall be deemed to be service rendered in the corresponding grade pay/pay scale extend based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with common grade pay/pay scale, and where this benefit will be extended only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any upgradation.</p>

If Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
12	13
Not applicable	Consultation with UPSC is not necessary.

Name of the Post	Number of Post	Classification	Pay Band and Grade Pay/Pay Scale	Whether Selection post or non-selection post	Age limit for direct recruits
1	2	3	4	5	6
Library and Documentation Officer (DAIC)	1 (One)* * Subject to variation dependent on workload.	General Central Service, Group 'A', Non-Ministerial	Pay Band-4 Rs. 37400-67000 Grade Pay: Rs. 8700/-	Not applicable	Not applicable