

VACANCY CIRCULAR

Applications are invited in the prescribed proforma for filling up of **02(two)** vacant post [General Central Service, Group 'B' Gazetted Non-Ministerial] of Assistant Library & Information Officer in the National Medical Library, Directorate General of Health Services under the Ministry of Health & Family Welfare in Level-7 of the Pay Matrix (Rs.44,900 – 1,42,400) [PB-2 (Rs.9300 – 34800) with Grade pay of Rs.4600/- in pre- revised scale of pay] on **deputation (including short-term contract)/ absorption** basis as under:

Officers under the Central Government or State Governments or Union territories or Universities or recognised Research Institute or Public Sector Undertakings or Statutory or Autonomous organisation:-

- (A) (i) Holding analogous posts on a regular basis in the parent Cadre/Department; or
(ii) With five years' service in the grade rendered after appointment thereto on a regular basis in Level-6 of the Pay Matrix (Rs.35,400 – 1,12,400) [PB-2 (Rs.9300 -34800) with Grade Pay of Rs.4200/- in pre- revised scale of pay] or equivalent in the parent Cadre or Department; and
- (B) Possessing the following educational qualifications and experience:

Essential:-

- I. Bachelor's Degree in Library Science or Library and Information Science from a recognised university or institute;
- II. Two years professional experience in a Library under Central or State Government or Autonomous or Statutory organization or Public Sector Undertaking or University or Recognised Research Institute or Educational Institute.

Desirable:-

- I. Master's Degree in Library Science or Library and Information Science from a recognised university or institute;
- II. Diploma in Computer Applications from a recognised University or Institute.

Note 1: Period of deputation(including short term contract) including the period of deputation(including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department of the Central Government shall not to exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56(fifty-six) years as on the closing date of receipt of applications.

From pre- page:

Note 2: For purposes of appointment on the deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission except where there has been merger or more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up-gradation.

Note 3: The departmental officer in the feeder category who are in 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.

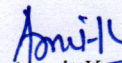
Note.4: Only Central Government or State Government employees are eligible for consideration for appointment on absorption basis (if applicable).

2. The officers selected for appointment on deputation (istc) basis shall be entitled to draw pay/ pension (duty) allowance in accordance with the existing instructions on the subject issued by the Government of India from time to time.

3. The eligible and interested candidates may send their applications in the attached proforma through proper channel, to the Under Secretary(Admn), Ministry of Health & Family Welfare, Room No.330-C, Nirman Bhawan, New Delhi-110011, so as to reach him within 60(Sixty) days from the date of publication of this circular in the Employment News. While forwarding the applications, the concerned Department may please ensure that the particulars of the candidate(s) are verified and that he/she fulfils the eligibility conditions.

4. The application(s) should be forwarded along with APARs for the last 5 years duly attested by a Group 'A' officer, Vigilance Clearance and Integrity Certificate. A statement should also be enclosed in case of each applicant that no minor/ major penalty has been imposed on the applicant during the last ten years. Application received without aforesaid documents or after the prescribed date, shall be rejected.

Encl. Proforma of application.


(Amit Kumar) 25/10/21

Under Secretary to the Government of India
Tel.No. (011)23061323

To

1. All Ministries/ Department of Government of India including Universities /Autonomous /Statutory Bodies/ Recognised Research Institutions/PSUs under their control (as per standard list).
2. Chief Secretaries to All State Governments/ Administrator of Union Territories.
2. All Sections/ Desks/Cells/Units in the Department of Health.
3. Dte.GHS, Admn. I/II Section/O& M Section with a request to circulate the vacancy circular among all subordinate offices under the control of Dte.GHS.
4. Joint Director(Employment News), Publication Division, Room No.764, 7th Floor, Suchna Bhawan, C.G.O. Complex, Lodhi Road, New Delhi with the request that the vacancy circular may kindly be published in the earliest issue of the Employment News under intimation to this Ministry.
5. The Secretary, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi.
6. Director(E-Health), D/o Health & Family Welfare, New Delhi with a request to upload the same on this Ministry's website.
7. Notice Board/ Guard File.

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	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>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.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
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.	
<p>6.1 Note: Borrowing Departments 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.</p>	

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 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-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 organisation
<p>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.</p> <p>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/ organisation</p>			

<p>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>		
<p>11. Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>		
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>		
<p>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</p>		
<p>14. Total emoluments per month now drawn</p>		
<p>Basis Pay in the PB</p>	<p>Grade Pay</p>	<p>Total Emoluments</p>
<p>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.</p>		
<p>Basic Pay with Scale of Pay and rate of increment</p>	<p>Dearness Pay/interim relief /other Allowances etc., (with break-up details)</p>	<p>Total Emoluments</p>
<p>16.A 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)</p>		

<p>professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>16.B Achievements: The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none">(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. <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>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)</p>	
<p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

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)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)