

Pl. issue
RFI section

No. A. 15010/02/2010-Admn.I/Estt.III
Government of India
Ministry of Health & Family Welfare
Department of Health & Family Welfare



Nirman Bhawan, New Delhi
Dated 29 August, 2019

CIRCULAR

It is proposed to fill up one post of Director (Library) in National Medical Library in the Pay Band-IV with Grade Pay Rs.8700/- in Directorate General of Health Services in the Ministry of Health & Family Welfare. The duties attached to the post are as per Annexure-II. The post is required to be filled up on promotion/deputation basis (including short term contract) from amongst the officers under the Central Government/ State Government/ Union Territories/ Universities/ Recognized Research Institution/ Public Sector Undertakings/ Autonomous/Statutory Organisations as under:-

- (A)(i) Holding analogous posts on a regular basis in the parent cadre/department; or
- (iii) With **five years'** service in the grade rendered after appointment thereto on regular basis in the Pay Band-III, Rs 15600-39100/- with Grade Pay of ₹7,600/- or equivalent in the parent cadre or department; and .

(B) Possessing the following qualifications and experience:

Essential:-

- (i) Master's Degree in Library Science or Library and Information Science from a recognised university or institute;
- (ii) Twelve years experience in a supervisory capacity in a library.

Desirable:-


- (i) One year experience of Computerising library activities in a library under Central or State Governments or Union Territories or universities or recognised research institutes or public sector undertakings/statutory or autonomous organisations;
- (ii) One year professional experience in indexing work of health services literature;
- (iii) Diploma in Computer Applications from a recognised university or institute.

o/c

2. The eligible and interested officers may send their applications in the enclosed Proforma (Annexure-I) through proper channel, to **the Under Secretary (A), Ministry of Health & Family Welfare, Room No. 330-C, Nirman Bhawan, New Delhi**, so as to reach him on or before 60 (Sixty) days from the date of publication of the vacancy circular in the Employment News along with the following documents:-

- (i) ACR Dossier/attested copies of the ACR for the last 5 years.
- (ii) Vigilance clearance certificate.
- (iii) Integrity Certificate.
- (iv) No penalty Certificate. (Duly certified by a DS level Officer)

3. Applications received without aforesaid documents or after the prescribed date, shall be rejected.


(Amit Kumar)

Under Secretary to the Govt. of India
Tele: (011) 23061323

To

- (i) All Ministries/Departments of Government of India including Autonomous/Statutory/ Recognised Research Institutions under their control (As per standard list).
- (ii) Chief Secretaries to State Governments/ Administrators of Union Territories.
- (iii) The Secretary, UPSC, Dholpur House, Shahjahan Road, New Delhi.
- (iv) Co-ordination Section, Ministry of Health & Family Welfare.
- (v) DAVP (Asstt. Media Executive), 3rd Floor, PTI Building, Sansad Marg, New Delhi-110001 with the request that the circular may be published in the Employment News at the earliest and Estimates in this regard may also be forwarded to this Department for issuance of Payment Authority.
- (vi) Director (Admn.), Dte. GHS.
- (vii) NIC- for uploading on MoHFW's Website.

Encl.: Proforma of application.

BIO-DATA/CURRICULUM VITAE PERFORMA

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)	
Qualification/ 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
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 in the case of Degree and Post Graduate Qualification 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 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 organization
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.			
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 / 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. Additional details about present employment:			
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			
Basis Pay in the PB	Grade Pay	Total Emoluments	

15. In case the applicant belongs to an organization which is not following the Central Government Pay-scales, the latest salary slip issued by the organization 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
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) Professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)		
16. B Achievement: 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. (Note: Enclose a separate sheet if the space is insufficient)		
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 to 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).

Countersigned

(Employer / Cadre Controlling Authority with Seal)

Duties of the post of Director (Library) in details

1. Overall administration and supervision of the various sections of the National Medical Library and Documentation Centre of Library.
2. Planning, budgeting and executing development programmes of the Library and securing cooperation of agencies concerned.
3. Initiating Library procedures and techniques for efficient functioning of the Library system in the Country—Collection, processing and dissemination of information.
4. Participating in official meetings, professional symposiss/conferences etc.
5. Coordination, cooperation linkage and expert services to the libraries and documentation centers attached to medical colleges, research and training institutions all over India and abroad.
6. Organizing training /refresher courses for the medical libraries in the country.
7. Any other work assigned by Director General of Health Service.
