

Pl. issue
RFI section

(1)

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.