



No. A-12023/1/2019-E-II

Government of India

Ministry of Consumer Affairs, Food and Public Distribution

Department of Food and Public Distribution

Krishi Bhawan, New Delhi

Dated the 5th February, 2021**OFFICE MEMORANDUM**

Subject: Filling up one post of Library & Information Assistant (LIA) in the Departmental Library of Department of Food & Public Distribution on deputation (including short-term contract) basis - Regarding.

The undersigned is directed to state that one post of Library & Information Assistant (LIA) in the Departmental Library of Department of Food & Public Distribution is to be filled on deputation (including short-term contract) basis. The post belong to General Central Service, Group 'B' (Non-Gazetted) (Non-Ministerial) and carries the pay at Level-6 (Rs.35,000 - 1,12,400/-) in the Pay Matrix (erstwhile Pay Band-2 of Rs.9,300-34,800 plus Grade Pay of Rs.4,200/-)

2. It is mentioned that only the following Officers under the Central Government /State Governments/Union Territories/Autonomous or Statutory Organizations/Public Sector Undertakings /Recognized University or Research or Educational Institutions. -

- a. (i) Holding analogous posts on a regular basis in parent cadre/Department, or
- (ii) With six years service in the grade rendered after appointment thereto on a regular basis in posts in level-5 in pay matrix or equivalent in the parent cadre or Department;

AND

- b. Possessing the educational qualifications and experience as under:

Essential: (i) Bachelors Degree in Library Science or Library and Information Science from a recognized University/Institute;

(ii) two years' professional experience in a Library under the Central Government or the State Government/autonomous or statutory organization or public sector undertakings or University or recognized research or educational institution.

Desirable: Diploma in Computer Application from a recognized University or Institute.

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

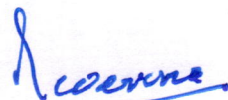
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4. Appointment to the post on deputation will be for a period of three years. The other terms and conditions of appointment will be governed by the instructions contained in the Department of Personnel and Training's O.M. No. 6/8/2009-Estt (Pay-II) dated 17.06.2010 as amended from time to time.

5. It is requested from suitable Officials who possess the requisite qualifications and experience as specified in para-2 above and are willing to be considered for appointment to the post, may forward his/her application in the prescribed proforma (enclosed) to this Department together with their up-to-date CR dossiers for the last five years and vigilance clearance at an early date and within 45 days from the date of issue of this circular.

Encl:- As above.



(Ram Chandra)

Under Secretary to the Govt. of India
Telephone No: 23097038

To

1. All Ministries/Departments of Government of India.
2. NIC, Department of Food & Public Distribution, with a request to upload the vacancy circular on the website of the Department.

**BIO-DATA/ CURRICULUM VITAE PROFORMA FOR THE POST OF
LIBRARY AND INFORMATION ASSISTANT**

1.Name and Address (a) Name (in Block Letters) (b)Present Address (c)Permanent Address (d)Mobile/Phone numbers (e) E-mail ID	
2.Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) Date of retirement	
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: (i). Holding analogous posts on a regular basis in parent cadre/Department, or (ii). With six years service in the grade rendered after appointment thereto on a regular basis in posts in level-5 in pay matrix or equivalent in the parent cadre or Department; AND; (iii). Bachelors Degree in Library Science or Library and Information Science from a recognized University/Institute; Desirable: Diploma in Computer Application from a recognized University or Institute.	A) Qualification:
B) Experience: (i). Two years' professional experience in a Library under the Central Government or the State Government/autonomous or statutory organization or public sector undertakings or University or recognized research or educational institution.	B) Experience:
5.1 Note: In the case of Degree and Post Graduate Qualifications 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.	

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	*Level in Pay Matrix (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:** Level in Pay Matrix (Pay-band and Grade Pay) granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Level in Pay Matrix (Pay Band and Grade Pay/ Pay scale) of the post held on regular basis to be mentioned. Details of ACP/MACP with present Level in Pay Matrix (Pay Band and Grade Pay) where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Level in Pay Matrix (Pay, Pay Band, and Grade Pay) drawn under ACP / MACP Scheme	From	To

8. Nature of present employment i.e. Adhoc 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

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/ organisation

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
12. 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		
13. Total emoluments per month now drawn		
Basic Pay: Level in Pay Matrix (PB & Grade Pay)	Total Emoluments	
14.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)		
14.B. Achievements: 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)		
15. Whether belongs to SC/ST		

DECLARATION

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)

Name _____

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)