No. A-12023/1/2020-E-I

Government of India

Ministry of Consumer Affairs, Food & Public Distribution Department of Food & Public Distribution

> Krishi Bhawan, New Delhi Dated the 23rd November, 2021

VACANCY CIRCULAR

Subject: Filling up the various posts in the Department of Food & Public Distribution on deputation/short terms contract basis- Regarding.

The undersigned is to refer to this Department's vacancy circular dated 21st September, 2021 on the above subject and to state that the last date to receive the application through proper channel was 30th October, 2021 (copy enclosed) for the post of Manager Grade-II (pay level-6), Assistant Manager-cum-store-Keeper (pay level-4) and Library and Information Assistant (pay level-6). Now, it has been decided to extend the last date to receive application through proper channel in the Department for the above posts upto 30th December, 2021. The eligibility and other conditions will remain same as stipulated in the above circular dated 21st Sept., 2021.

- 2. The **application form** alongwith vacancy circular with details regarding pay, eligibility criteria, age limit, tenure etc. can also be downloaded from the Department's website i.e. *http:dfpd.nic.in* under the head News & Announcements or obtain from the office of this Department.
- 3. The willing and eligible employees of Department of Food & Public Distribution as well as other Ministries or Departments of the Central/State Governments/PSUs/Organisations who possess above prescribed qualification & experience may send their application through proper channel along with self attested copies of supporting documents in the prescribed proforma latest by 30th **December**, 2021 addressing to Under Secretary (Admn.), Deptt. of Food & Public Distribution, Krishi Bhavan, New Delhi-110001.

Encls: as above.

(Ram Chandra)

Under Secretary to the Government of India Tel: 23097038/23383914

To:

- 1. All eligible employees of Department of Food & Public Distribution.
- 2. All Ministries/Departments of Government of India.
- 3. Redeployment and Re-training Division (Surplus Cell), Department of Personnel and Training, Lok Nayak Bhawan, New Delhi for forwarding of applications, if any, of officials available in Surplus Cell, who fulfill the requisite criteria.
- 4. NIC, Deptt. of Food & PD with a request to upload the vacancy circular on the website of the Department (News & Announcement and What's New Sections).
- 5. Notice Boards/e-Office

Ministry of Consumer Affairs, Food & Public Distribution Department of Food & Public Distribution

> Krishi Bhawan, New Delhi Dated the 21st September, 2021

VACANCY CIRCULAR

Subject: Filling up the various posts in the Department of Food & PD on deputation//short terms contract basis- Regarding.

The undersigned is to state that the Department of Food & Public Distribution is desire to fill up following Group 'B' and 'C' posts on deputation/short terms contract basis in the Department as per details given below:

S. No.	Name of the post	No. of post	Pay matri x of the post	Method of recruitment	Eligibility conditions
1	Manager Grade-II, Gr 'B' (in Departmental canteen)	1	Level -6	Deputation (including short term contract)	Deputation (including short term contract): Applicants who are working in Central/State Governments/Union territories/Universities/ Recognised Institutions/Public Sector Undertakings/Statutory or autonomous organizations and possessing:
					A. (i) Holding analogous posts on regular basis in the parent cadre or Department; or (ii) With six years service in the grade rendered after appointment thereto on a regular basis in posts in Level-5 in the pay matrix or equivalent in the parent cadre or department; or (iii) With ten years service in the grade rendered after appointment thereto on a regular basis in posts in level-4 in the pay matrix or equivalent in the parent cadre or department; and
					B. Possessing the educational qualifications and experience as under: (i) Bachelor's Degree in Commerce/ Business Studies/ Economics / Public Administration of a recognised University/ Institute; and (ii) Two years experience in Accounts work in any Government Office or Public Sector Undertaking or Autonomous/ Statutory Organization
2	Assistant Manager-cum- Store Keeper, Gr 'C' (in Departmental canteen)	1	Level -4	By Deputation basis	Deputation: Officers of the Central Government: (i) holding analogous posts on regular basis; or (ii) eight years regular service in level-2 in the pay matrix (erstwhile Pay Band-I, Rs. 5,200-20,200/- plus grade pay of Rs. 1900/-); and (iii) possessing the qualification B.Com from a recognized University; or Graduate in any discipline from a recognized university with one year Diploma in Book keeping or Store keeping from a recognized University or Institute and (iv) three years experience in handling Stores or Accounts in a Government organization.

SQ(E	Eibrary	&	1 Lev		Deputation (including short term contract)
	Information		-6	Deputation	
area constant	Assistant			(including	Officers under the Central Government /State
				short-term	Governments/Union Territories/Autonomous or
				contract)	Statutory Organizations/Public Sector
				basis.	Undertakings/Recognized University or Research or
***************************************					Educational Institutions
-					() () () ()
	2				(a) (i) Holding analogous posts on a regular basis in
					parent cadre/Department; or
					(ii) With six years service in the grade rendered
				Secretaria de la constanción d	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 prescribed for direct recruits as under:
	100				Essential:
	39K (1000 9				(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
Personal		1000			University or Institute.
***************************************				Nananananananananananananananananananan	our conj or monute.

- 2. The **application form** alongwith vacancy circular with details regarding pay, eligibility criteria, age limit, tenure etc. can also be downloaded from the Department's website i.e. *http:dfpd.nic.in* under the head News & Announcements or obtain from the office of this Department.
- 3. The willing and eligible employees of Department of Food & Public Distribution as well as other Ministries or Departments of the Central/State Governments/PSUs/Organisations who possess above prescribed qualification & experience may send their application through proper channel along with self attested copies of supporting documents in the prescribed proforma latest by 30th October, 2021 addressing to Under Secretary (Admn.), Deptt. of Food & Public Distribution, Krishi Bhavan, New Delhi-110001.

(Ram Chandra)

Under Secretary to the Government of India Tel: 23097040/23383914

To:

443360/2021/

- 1. All eligible employees of Department of Food & Public Distribution.
- 2. All Ministries/Departments of Government of India.
- Redeployment and Re-training Division (Surplus Cell), Department of Personnel and Training, Lok Nayak Bhawan, New Delhi for forwarding of applications, if any, of officials available in Surplus Cell, who fulfill the requisite criteria.
- 4. NIC, Deptt. of Food & PD with a request to upload the vacancy circular on the website of the Department (News & Announcement and What's New Sections).
- 5. Notice Boards/e-Office

BIO-DATA/ CURRICULUM VITAE PROFORMA FOR MANAGER GRADE-II

1.Name and Address	
(a) Name (in Block Letters)	
(b) Present Address	
	, ,
()7	
(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	Qualifications/ experience possessed by the
in the advertisement/ vacancy circular Essential	officer Essential
A) Qualification:	A) Qualification:
(i) Holding analogous posts on regular basis in	
the parent cadre or Department; or	
the parent cause of Department, or	
(ii) With air years corries in the grade	
(ii) With six years service in the grade	
rendered after appointment thereto on a regular basis	
rendered after appointment thereto on a regular basis in posts in Level-5 in the pay matrix (erstwhile PB-	
rendered after appointment thereto on a regular basis in posts in Level-5 in the pay matrix (erstwhile PB-1, ₹5200-20200 with grade pay of ₹2800) or	
rendered after appointment thereto on a regular basis in posts in Level-5 in the pay matrix (erstwhile PB-	
rendered after appointment thereto on a regular basis in posts in Level-5 in the pay matrix (erstwhile PB-1, ₹5200-20200 with grade pay of ₹2800) or equivalent in the parent cadre or department; or	
rendered after appointment thereto on a regular basis in posts in Level-5 in the pay matrix (erstwhile PB-1, ₹5200-20200 with grade pay of ₹2800) or equivalent in the parent cadre or department; or (iii) With ten years service in the grade	
rendered after appointment thereto on a regular basis in posts in Level-5 in the pay matrix (erstwhile PB-1, ₹5200-20200 with grade pay of ₹2800) or equivalent in the parent cadre or department; or (iii) With ten years service in the grade rendered after appointment thereto on a regular basis	
rendered after appointment thereto on a regular basis in posts in Level-5 in the pay matrix (erstwhile PB-1, ₹5200-20200 with grade pay of ₹2800) or equivalent in the parent cadre or department; or (iii) With ten years service in the grade rendered after appointment thereto on a regular basis in posts in level-4 in the pay matrix (erstwhile pay	
rendered after appointment thereto on a regular basis in posts in Level-5 in the pay matrix (erstwhile PB-1, ₹5200-20200 with grade pay of ₹2800) or equivalent in the parent cadre or department; or (iii) With ten years service in the grade rendered after appointment thereto on a regular basis in posts in level-4 in the pay matrix (erstwhile pay band-1, ₹5200-20200 plus grade pay of ₹2400) or	
rendered after appointment thereto on a regular basis in posts in Level-5 in the pay matrix (erstwhile PB-1, ₹5200-20200 with grade pay of ₹2800) or equivalent in the parent cadre or department; or (iii) With ten years service in the grade rendered after appointment thereto on a regular basis in posts in level-4 in the pay matrix (erstwhile pay	
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rendered after appointment thereto on a regular basis in posts in Level-5 in the pay matrix (erstwhile PB-1, ₹5200-20200 with grade pay of ₹2800) or equivalent in the parent cadre or department; or (iii) With ten years service in the grade rendered after appointment thereto on a regular basis in posts in level-4 in the pay matrix (erstwhile pay band-1, ₹5200-20200 plus grade pay of ₹2400) or equivalent in the parent cadre or department; and (iv) Bachelor's Degree in Commerce/ Business	
rendered after appointment thereto on a regular basis in posts in Level-5 in the pay matrix (erstwhile PB-1, ₹5200-20200 with grade pay of ₹2800) or equivalent in the parent cadre or department; or (iii) With ten years service in the grade rendered after appointment thereto on a regular basis in posts in level-4 in the pay matrix (erstwhile pay band-1, ₹5200-20200 plus grade pay of ₹2400) or equivalent in the parent cadre or department; and (iv) Bachelor's Degree in Commerce/ Business Studies/ Economics/ Public Administration of a recognised University/ Institute; and	B) Experience:
rendered after appointment thereto on a regular basis in posts in Level-5 in the pay matrix (erstwhile PB-1, ₹5200-20200 with grade pay of ₹2800) or equivalent in the parent cadre or department; or (iii) With ten years service in the grade rendered after appointment thereto on a regular basis in posts in level-4 in the pay matrix (erstwhile pay band-1, ₹5200-20200 plus grade pay of ₹2400) or equivalent in the parent cadre or department; and (iv) Bachelor's Degree in Commerce/ Business Studies/ Economics/ Public Administration of a	B) Experience:
rendered after appointment thereto on a regular basis in posts in Level-5 in the pay matrix (erstwhile PB-1, ₹5200-20200 with grade pay of ₹2800) or equivalent in the parent cadre or department; or (iii) With ten years service in the grade rendered after appointment thereto on a regular basis in posts in level-4 in the pay matrix (erstwhile pay band-1, ₹5200-20200 plus grade pay of ₹2400) or equivalent in the parent cadre or department; and (iv) Bachelor's Degree in Commerce/ Business Studies/ Economics/ Public Administration of a recognised University/ Institute; and B) Experience:	B) Experience:
rendered after appointment thereto on a regular basis in posts in Level-5 in the pay matrix (erstwhile PB-1, ₹5200-20200 with grade pay of ₹2800) or equivalent in the parent cadre or department; or (iii) With ten years service in the grade rendered after appointment thereto on a regular basis in posts in level-4 in the pay matrix (erstwhile pay band-1, ₹5200-20200 plus grade pay of ₹2400) or equivalent in the parent cadre or department; and (iv) Bachelor's Degree in Commerce/ Business Studies/ Economics/ Public Administration of a recognised University/ Institute; and B) Experience: Two years experience in Accounts work in any	B) Experience:
rendered after appointment thereto on a regular basis in posts in Level-5 in the pay matrix (erstwhile PB-1, ₹5200-20200 with grade pay of ₹2800) or equivalent in the parent cadre or department; or (iii) With ten years service in the grade rendered after appointment thereto on a regular basis in posts in level-4 in the pay matrix (erstwhile pay band-1, ₹5200-20200 plus grade pay of ₹2400) or equivalent in the parent cadre or department; and (iv) Bachelor's Degree in Commerce/ Business Studies/ Economics/ Public Administration of a recognised University/ Institute; and B) Experience: Two years experience in Accounts work in any Government Office or Public Sector Undertaking or Autonomous/ Statutory Organization.	
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rendered after appointment thereto on a regular basis in posts in Level-5 in the pay matrix (erstwhile PB-1, ₹5200-20200 with grade pay of ₹2800) or equivalent in the parent cadre or department; or (iii) With ten years service in the grade rendered after appointment thereto on a regular basis in posts in level-4 in the pay matrix (erstwhile pay band-1, ₹5200-20200 plus grade pay of ₹2400) or equivalent in the parent cadre or department; and (iv) Bachelor's Degree in Commerce/ Business Studies/ Economics/ Public Administration of a recognised University/ Institute; and B) Experience: Two years experience in Accounts work in any Government Office or Public Sector Undertaking or Autonomous/ Statutory Organization. 5.1 Note: In the case of Degree and Post Graduar subsidiary subjects may be indicated by the candid 6. Please state clearly whether in the light of entries	te Qualifications Elective/ main subjects and
rendered after appointment thereto on a regular basis in posts in Level-5 in the pay matrix (erstwhile PB-1, ₹5200-20200 with grade pay of ₹2800) or equivalent in the parent cadre or department; or (iii) With ten years service in the grade rendered after appointment thereto on a regular basis in posts in level-4 in the pay matrix (erstwhile pay band-1, ₹5200-20200 plus grade pay of ₹2400) or equivalent in the parent cadre or department; and (iv) Bachelor's Degree in Commerce/ Business Studies/ Economics/ Public Administration of a recognised University/ Institute; and B) Experience: Two years experience in Accounts work in any Government Office or Public Sector Undertaking or Autonomous/ Statutory Organization. 5.1 Note: In the case of Degree and Post Graduar subsidiary subjects may be indicated by the candid	te Qualifications Elective/ main subjects and

7. Details of Employment	, in chronological	order.	Enclose	a separate	sheet	duly	authenticated
by your signature, if the sp	ace below is insuf	fficient					

Office/	Post held on	From	To	*Pay Band	Nature of Duties
Institution	regular basis			and Grade	(in detail)
				Pay/Pay	highlighting
				Scale of the	experience
	e e			post held on	required for the
7,			9	regular basis	post applied for
			er je		
d					a

*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	То
		, o	
		÷	
	750 - 77		

		<u> </u>	
8. Nature of present en	mployment i.e. Adhoc		
or Temporary or	Quasi-Permanent or	90	
Permanent			
9.In case the present er	nployment is held on de	putation/contract basis,	please state:
a) The date of initial	b) Period of	c) Name of the parent	d) Name of the post
appointment	appointment on	office/organization to	and Pay of the post
	deputation/contract	which the applicant	held in substantive
		belongs.	capacity in the parent
			organisation
	* , *		
N .		· · · · · · · · · · · · · · · · · · ·	- 6 4
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^{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© & (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 Deputa by the applicant, date of return deputation and other details.11. Please state whether you at the same Department and are grade or feeder to feeder grade.	are working in the feeder		
12. Are you in Revised Scale	of Pay? If yes,	173	* N . 1 - L . A
give the date from which the place and also indicate the pre-			
13.Total emoluments per mont	h now drawn		
Basis Pay in the PB	Grade Pay		Total Emoluments
14.A. Additional information, it to the post you applied for in suitability for the post. (This among other things information with regard to academic qualifications (ii) training and (iii) work experiabove prescribed in the Circular/Advertisement) (Note: Enclose a separate shed is insufficient) 14.B. Achievements: The candidates are requested information with regard to; (i) Research publications and special projects	may provide (i) additional professional ence over and he Vacancy et, if the space		
(ii) Awards/ Scholarships. Appreciation (iii) Affiliation with the bodies/institutions/societies and (iv) Patents registered in cachieved for the organization (v) Any research/ innova involving official recognition vi) any other information. (Note: Enclose a separate sheet insufficient) 15. Whether belongs to SC/ST	professional d; own name or tive measure t if the space is		

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)

		Coun	tersigne
	8	6	
(Employer/ Cad	vo Controlli	na Authority	:41. C

Page: 5/5

BIO-DATA/ CURRICULUM VITAE PROFORMA FOR THE POST OF ASSISTANT MANAGER-CUM-STORE KEEPER

1.Name and Address	
(a) Name (in Block Letters)	
(b) Present Address	
(b) Tresent Address	
()7	to pass a transfer of the second
(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	Qualifications/ experience possessed by
mentioned in the advertisement/ vacancy	the officer
circular	
cii cuiai	
	Essential
Essential	Essential A) Qualification:
Essential A) Qualification:	Essential A) Qualification:
Essential A) Qualification: (i). Holding analogous posts on regular	
Essential A) Qualification: (i). Holding analogous posts on regular basis; or	
Essential A) Qualification: (i). Holding analogous posts on regular basis; or (ii). Eight years regular service in level-2 in	
Essential A) Qualification: (i). Holding analogous posts on regular basis; or (ii). Eight years regular service in level-2 in the pay matrix (erstwhile the Pay Band -	
 Essential A) Qualification: (i). Holding analogous posts on regular basis; or (ii). Eight years regular service in level-2 in the pay matrix (erstwhile the Pay Band - I, ₹ 5,200-20,200/- with Grade Pay of 	
Essential A) Qualification: (i). Holding analogous posts on regular basis; or (ii). Eight years regular service in level-2 in the pay matrix (erstwhile the Pay Band -	
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A) Qualification: (i). Holding analogous posts on regular basis; or (ii). Eight years regular service in level-2 in the pay matrix (erstwhile the Pay Band - I, ₹ 5,200-20,200/- with Grade Pay of ₹ 1,900/-); (iii).B.Com. Pass from a recognized	
A) Qualification: (i). Holding analogous posts on regular basis; or (ii). Eight years regular service in level-2 in the pay matrix (erstwhile the Pay Band - I, ₹ 5,200-20,200/- with Grade Pay of ₹ 1,900/-); (iii).B.Com. Pass from a recognized University; or Graduate in any disciplibe	
A) Qualification: (i). Holding analogous posts on regular basis; or (ii). Eight years regular service in level-2 in the pay matrix (erstwhile the Pay Band - I, ₹ 5,200-20,200/- with Grade Pay of ₹ 1,900/-); (iii).B.Com. Pass from a recognized University; or Graduate in any disciplibe from a recognized university with one	
A) Qualification: (i). Holding analogous posts on regular basis; or (ii). Eight years regular service in level-2 in the pay matrix (erstwhile the Pay Band - I, ₹ 5,200-20,200/- with Grade Pay of ₹ 1,900/-); (iii).B.Com. Pass from a recognized University; or Graduate in any disciplibe from a recognized university with one year Diploma in Book keeping or Store	
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A) Qualification: (i). Holding analogous posts on regular basis; or (ii). Eight years regular service in level-2 in the pay matrix (erstwhile the Pay Band - I, ₹ 5,200-20,200/- with Grade Pay of ₹ 1,900/-); (iii).B.Com. Pass from a recognized University; or Graduate in any disciplibe from a recognized university with one year Diploma in Book keeping or Store keeping from a recognized University or Institute. B) Experience: (i). Three years experience in a Government	A) Qualification:
 A) Qualification: (i). Holding analogous posts on regular basis; or (ii). Eight years regular service in level-2 in the pay matrix (erstwhile the Pay Band - I, ₹ 5,200-20,200/- with Grade Pay of ₹ 1,900/-); (iii).B.Com. Pass from a recognized University; or Graduate in any disciplibe from a recognized university with one year Diploma in Book keeping or Store keeping from a recognized University or Institute. B) Experience: 	A) Qualification:
A) Qualification: (i). Holding analogous posts on regular basis; or (ii). Eight years regular service in level-2 in the pay matrix (erstwhile the Pay Band - I, ₹ 5,200-20,200/- with Grade Pay of ₹ 1,900/-); (iii).B.Com. Pass from a recognized University; or Graduate in any disciplibe from a recognized university with one year Diploma in Book keeping or Store keeping from a recognized University or Institute. B) Experience: (i). Three years experience in a Government	A) Qualification:
A) Qualification: (i). Holding analogous posts on regular basis; or (ii). Eight years regular service in level-2 in the pay matrix (erstwhile the Pay Band - I, ₹ 5,200-20,200/- with Grade Pay of ₹ 1,900/-); (iii).B.Com. Pass from a recognized University; or Graduate in any disciplibe from a recognized university with one year Diploma in Book keeping or Store keeping from a recognized University or Institute. B) Experience: (i). Three years experience in a Government Department or Undertaking in handling	A) Qualification:
A) Qualification: (i). Holding analogous posts on regular basis; or (ii). Eight years regular service in level-2 in the pay matrix (erstwhile the Pay Band - I, ₹ 5,200-20,200/- with Grade Pay of ₹ 1,900/-); (iii).B.Com. Pass from a recognized University; or Graduate in any disciplibe from a recognized university with one year Diploma in Book keeping or Store keeping from a recognized University or Institute. B) Experience: (i). Three years experience in a Government Department or Undertaking in handling	A) Qualification:
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 A) Qualification: (i). Holding analogous posts on regular basis; or (ii). Eight years regular service in level-2 in the pay matrix (erstwhile the Pay Band - I, ₹ 5,200-20,200/- with Grade Pay of ₹ 1,900/-); (iii).B.Com. Pass from a recognized University; or Graduate in any disciplibe from a recognized university with one year Diploma in Book keeping or Store keeping from a recognized University or Institute. B) Experience: (i). Three years experience in a Government Department or Undertaking in handling Stores or Accounts. 5.1 Note: In the case of Degree and Posubjects and subsidiary subjects may be independent of the light of entries made by you above, you meet the 	A) Qualification: B) Experience: st Graduate Qualifications Elective/ main
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7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/	Post held on	From	To	*Pay Band	Nature of Duties
Institution	regular basis			and Grade	(in detail)
				Pay/Pay	highlighting
				Scale of the	experience
_	T.			post held on	required for the
			670	regular basis	post applied for
, .		1	1 4 2		*

*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	l, and Grade Pay drawn P / MACP Scheme	From	То
		1. · h	

8. Nature of present en	mployment i.e. Adhoc		
or Temporary or	Quasi-Permanent or	20.0	
Permanent		1 2	
9.In case the present er	nployment is held on de	eputation/contract basis, j	please state:
a) The date of initial	b) Period of	c) Name of the parent	d) Name of the post
appointment	appointment on	office/organization to	and Pay of the post
	deputation/contract	which the applicant	held in substantive
		belongs.	capacity in the parent
			organisation
		\$20 I 5 100	
		2.00	
		Total State of the Control of the Co	7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1

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 mont	h now drawn		
Basis Pay in the PB	Grade Pay		Total Emoluments
78			
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; 15. 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 15. 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	ne 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;
- (v). There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.
- (vi). His/Her integrity is certified.
- (vii). 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.
- (viii). 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		
e Controlling Authority with Seal)	Employer/ Cadr	

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	
4. Educational Qualifications	
5. Whether Educational and other qualifications	
required for the post are satisfied. (If any	· · · · · · · · · · · · · · · · · · ·
qualification has been treated as equivalent	277
to the one prescribed in the Rules, state the	Let us
authority for the same)	0. 110
Qualifications/ Experience required as	Qualifications/ experience possessed by the
mentioned in the advertisement/ vacancy	officer
circular	
Essential	Essential
A) Qualification:	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.	,
And the second s	
B) Experience:	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	, 1
University or recognized research or	,
educational institution.	·
	ducts Ouglië of the Elith the
5.1 Note: In the case of Degree and Post Gra	aduate Qualifications Elective/ main subjects
and subsidiary subjects may be indicated by th	e candidate.
6. Please state clearly whether in the light of	
entries made by you above, you meet the	a" x
requisite Essential Qualifications and work	I I
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	То	*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
			1.70		

*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	То
		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
		Lending to the	

		The state of the s	
	mployment i.e. Adhoc		70 ⁴ n. 1132
or Temporary or	Quasi-Permanent or		-4x" + "
Permanent	8		18
		and the second of the second	Personal Land
9.In case the present en	nployment is held on de	putation/contract basis,	please state:
a) The date of initial		c) Name of the	d) Name of the post
appointment	appointment on	parent	and Pay of the post
-FF	deputation/contract	office/organization to	held in substantive
		which the applicant	capacity in the parent
		belongs.	organisation
	2		
	9		
			r re sele
		1:1-0	
0.1 Note: In case of ()	fficers already on denut:	ation the applications of	such officers should be
7.1 Hole. III case of O	incers arready on deput	and approved or	

forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance

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

and Integrity certificate.

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 P	Pay) Total Emoluments
Zasze i ay. Zevei in i ay maanix (i B & Grade i	ay) 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	

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	(Signature of the candidate)
	Name
	Address
tate	

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.

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- (ix). There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.
- (x). His/Her integrity is certified.
- (xi). 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.
- (xii). 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)

8	
(Employer/ Cadre Controlling Authority with Seal)	

Countersigned

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