

JRE

सं. 2/1236 दिनांक 12.02.15
DOCKET & DESPATCH
GENERAL SECTION
VISHA-BHARATI
No. .Date.

F. No.6-10/2015-M-1
Government of India
Ministry of Culture

Shastri Bhawan, New Delhi
Dated the 13th February, 2015

Office Memorandum

Subject: Filling up the post of Library and Information Officer (LIO), Group-A (Gazetted), Non-Ministerial in PB-3, Rs. 15600-39100, Grade Pay of Rs. 6600/- by Composite Method [Deputation (including short term contract) plus promotion] in the National Museum, New Delhi under the Ministry of Culture, Govt. of India.

Applications are invited from eligible officers for appointment to the post of Library and Information Officer (LIO), Group-A (Gazetted), Non-Ministerial in PB-3, Rs. 15600-39100, Grade Pay of Rs. 6600/- by Composite Method [Deputation (including short term contract) plus promotion] in National Museum, New Delhi a Sub-Ordinate Office under Ministry of Culture.

2. **Job Description:**

The incumbent will be overall in-charge for maintenance, management and supervision of the Library of National Museum. He/She will be responsible for conducting library committee meetings for purchase of books, their referencing, accounting, classification, liaison with other libraries for procurement of books on loan needed by the museum, issue of borrower cards to library members, conducting physical verification of books/periodicals, reorganization and modernization of library. He /She will also look after matters pertaining to scrutiny/passing of bills towards purchase of books and periodicals, overall supervision of works by the library staff, issue of library attendance certificate to research scholars etc.

3. **Eligibility**

Officers under the Central Government or State Governments or Union territories or Public Sector Undertakings or Recognised Research Institutions or Universities or Semi Government or Statutory or Autonomous Organizations:

(a) (i) holding analogous posts on regular basis in the parent cadre or Department;

Or

(ii) with seven years' service in the grade rendered after appointment thereto on regular basis in posts in the Pay Band-2, Rs. 9300-34800/- plus Grade Pay Rs. 4600 or equivalent in the parent cadre or Department;

Or

(iii) with ten years' service in the grade rendered after appointment thereto on regular basis in posts in the Pay Band-2, Rs. 9300-34800/- plus Grade Pay of Rs. 4200 or equivalent in the parent cadre or Department; and

(b) possessing the following educational qualifications and experience, namely:-

JRE

Pl circulate through Uni Web Site

10.3

Essential:

- (i) Master's Degree in Library Science or Library and Information Science of a recognized University or Institution.
- (ii) Five years' professional experience in a Library under the Central Government or State Governments or Autonomous or Statutory organization or Public Sector Undertakings or Universities or Recognised Research or Educational Institution.

Desirable:

- (i) One year experience of computerising library activities in a library under the Central Government or State Governments or Autonomous or Statutory organization or Public Sector Undertakings or Universities or Recognized Research or Educational Institution;
- (ii) One year professional experience in a Library of Museum or Art Gallery.
- (iii) Diploma in Computer Application from a recognized university or institute.

Note: 1. The Departmental Library and Information Assistant in Pay Band - 2, Rs. 9300-34800 plus Grade Pay of Rs. 4200/- with ten years regular service in the Grade and possessing at least Bachelor's degree in Library Science or Library and Information science of a recognized University or Institute shall also be considered along with outsiders and in case he or she is selected, the post shall be treated as having been filled by promotion otherwise, it will be treated as having been filled by Deputation (including short term contract).

Note: 2. The period of deputation (including short term contract) including 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 ordinarily not to exceed four years. The maximum age limit of appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of receipt of application.

Note: 3. For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006/the date from which the revised pay structure based on the 6th CPC 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 Pay commission except where there has been merger of 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 upgradation.

4. The applications in duplicate in the enclosed prescribed proforma and complete up to date ACR dossiers of the officer (last 5 years) who can be spared in the event of their selection along with (i) vigilance clearance, (ii) integrity certificate, (iii) cadre clearance, and (iv) major / minor penalty statement for the last 10 years should reach the undersigned through proper channel within a period of 60 days from the date of publication of advertisement in the Employment News. Applications received after the due date or otherwise incomplete will not be considered and stand rejected.



5. The details regarding eligibility conditions, educational qualifications and experience, application form etc are also available on the website of the Ministry at www.indiaculture.gov.in and on the website of the National Museum at www.nationalmuseum.gov.in.



(Sanjay Kumar)

Under Secretary to the Govt. of India

Tel. No. 23380136

Room No. 210-D Wing, Shastri Bhawan

Dr. Rajendra Prasad Road

New Delhi – 110115

Encl: as above

To,

1. All Ministries/Department of Govt. of India with the request for further circulation of vacancy among all the Attached/Subordinate Offices/Autonomous Bodies/Public Sector Undertakings/Universities/Recognized Research Institutions/Statutory /Autonomous Organizations under their control.
2. Chief Secretaries of States/Union Territories.
3. Administrator, National Museum, Janpath, New Delhi for displaying at notice board of the Museum and its website.
4. The Director General, Doordarshan, Doordarshan Bhawan, Copernicus Marg, New Delhi-110001 with the request to telecast the vacancy in the Employment News Bulletin.
5. The Director General (Resettlement Division), Ministry of Defence, West Block-IV, Wing-I, R.K. Puram New Delhi for wide publicity among eligible officers.
6. Attached/Subordinate Offices/Autonomous Organizations under the Ministry of Culture.
7. Registrars of all Universities.
8. Director, Employment News, West Block, R.K. Puram, New Delhi 110066.
9. NIC for placing on the website of the Ministry.

Application for the post of Library and Information Officer in National Museum, New Delhi

1. Name of the applicant (in Block letters):
2. Date of Birth (In Christian era):
3. Postal Address (with telephone no. and e-mail address):
4. Educational Qualification:

Sl. No	Essential	Desirable
1.		
2.		
3.		

5. Service to which you belong:
6. Whether belong to SC/ST/OBC:
7. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post:
8. Details of employment, in chronological order, enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient:-

Office/Institute	Post	From	To	Pay Band and Grade Pay	Nature of duties

9. Nature of present employment i.e. ad-hoc or (Temporary) quasi-permanent or permanent:
10. In case the present employment is held on deputation basis, please state:-
 - (a) The date of initial appointment:
 - (b) Period of appointment on deputation:
 - (c) Name of the present office/organization to which you belong:
11. Additional details about present employment. Please state whether working under:-
 - (a) Central Government
 - (b) State Government
 - (c) Autonomous Organization
 - (d) Government Undertaking
 - (e) Universities

Smruti

12. Are you in revised scale of pay? If yes, give the date from which the revision took place (Please indicate the pre-revised scale, as well):
13. Existing total emoluments drawn per month:
14. Additional information, if any, which you would like to mention in support of your suitability for the post. (Please enclose a separate sheet):

Signature of Candidate

Address.....

Forwarding Note by the Employer

It is certified that:

- (i) Information given in the above proforma is correct as per the service records of the applicant.
- (ii) The applicant is clear from vigilance angle.
- (iii) The integrity of the applicant is beyond doubt.
- (iv) No major/minor penalty has been imposed on the applicant in last 10 years.
- (v) The cadre controlling authority of the applicant has given its clearance for his applying for the above post.
- (vi) The ACR Dossier of the applicant is enclosed with the application.

(Signature with seal of the authorized signatory on behalf of the employer)

Suman