

हाकरवापस
सचिवालय

Dy. No. 148474

Date: 27/11/19

फैक्स: 011-23098552

सं. ए-35021/03/2019-प्रशा.॥

संघ लोक सेवा आयोग

धौलपुर हाउस, शाहजहाँ रोड

नई दिल्ली-110069

दिनांक : 27.10.2019

रिक्ति परिपत्र

विषय : संघ लोक सेवा आयोग कार्यालय में केन्द्रीय सिविल सेवा (संशोधित वेतन) नियमावली, 2016 के स्तर 7 में सहायक पुस्तकालय एवं सूचना अधिकारी के ब्रेड में (सामान्य केन्द्रीय सेवा, समूह 'ख', राजपत्रित, अननुसचिवीय) एक रिक्ति को संयुक्त पद्धति, [प्रतिनियुक्ति (अल्पकालीन संविदा सहित) तथा पदोन्नति के आधार पर] भरे जाने के संबंध में।

संघ लोक सेवा आयोग कार्यालय में केन्द्रीय सिविल सेवा (संशोधित वेतन) नियमावली, 2016 के स्तर 7 में सहायक पुस्तकालय एवं सूचना अधिकारी (सामान्य केन्द्रीय सेवा, समूह 'ख', राजपत्रित, अननुसचिवीय) के एक पद को संयुक्त पद्धति [प्रतिनियुक्ति (अल्पकालीन संविदा सहित) तथा पदोन्नति के आधार पर] प्रतिनियुक्ति (अल्पकालीन संविदा सहित) तथा पदोन्नति के आधार पर भरे जाने का प्रस्ताव है।

2. प्राप्तता की शर्तें :- (i) संयुक्त पद्धति :- प्रतिनियुक्ति (अल्पकालिक संविदा सहित) तथा पदोन्नति :

केन्द्र सरकार अथवा राज्य सरकारों अथवा संघ शासित क्षेत्रों अथवा सार्वजनिक क्षेत्र के उपक्रमों अथवा विश्वविद्यालयों अथवा मान्यता प्राप्त अनुसंधान संस्थाओं अथवा स्वायत्तशासी अथवा सांविधिक अथवा अर्द्ध-सरकारी संगठनों के ऐसे अधिकारी :

(क)(i) जो नियमित आधार पर सदृश या समतुल्य पद धारण किए हुए हैं; अथवा

(ii) वेतन मेट्रिक्स के स्तर-6 (35400-112400/- रु.) या समतुल्य में नियमित आधार पर पांच वर्ष की नियमित सेवा की हो; तथा

(ख) निम्नलिखित शैक्षणिक अर्हता तथा अनुभव प्राप्त हों:-

क. अनिवार्य

(i) किसी मान्यताप्राप्त विश्वविद्यालय या संस्थान से पुस्तकालय विज्ञान या पुस्तकालय एवं सूचना विज्ञान में स्नातक डिग्री; तथा

(ii) केन्द्र सरकार अथवा राज्य सरकार अथवा संघ शासित क्षेत्र अथवा स्वायत्तशासी अथवा सांविधिक संगठन अथवा सार्वजनिक क्षेत्र के उपक्रमों अथवा विश्वविद्यालय अथवा मान्यता प्राप्त अनुसंधान या शैक्षणिक संस्था के अंतर्गत किसी पुस्तकालय में दो वर्ष का व्यावसायिक अनुभव।

ख. वांछनीय

(i) किसी मान्यताप्राप्त विश्वविद्यालय या संस्थान से पुस्तकालय विज्ञान या पुस्तकालय एवं सूचना विज्ञान में मास्टर डिग्री;

(ii) किसी मान्यताप्राप्त विश्वविद्यालय अथवा संस्थान से कंप्यूटर एप्लीकेशन में डिप्लोमा।

Services-II Branch

Diary No. 148474

Date 27/11/19

टिप्पणी : ऐसे विभागीय पुस्तकालय एवं सूचना सहायक, जिन्होंने वेतन मैट्रिक्स के स्तर-6 (35400-112400/- रु.) में पांच वर्ष की नियमित सेवा पूरी कर ली है और जिनके पास किसी मान्यताप्राप्त विश्वविद्यालय या संस्थान से पुस्तकालय विज्ञान या पुस्तकालय एवं सूचना विज्ञान में स्नातक डिग्री है और जिन्होंने पुस्तकालय तथा पुस्तकालय विज्ञान के क्षेत्र में दो से तीन सप्ताह का प्रशिक्षण सफलतापूर्वक पूरा किया है, उन पर भी बाह्य उम्मीदवारों के साथ विचार किया जाएगा और यदि इस पद पर नियुक्ति हेतु ऐसे किसी उम्मीदवार का चयन हो जाता है तो उक्त पद को पदोन्नति के माध्यम से भरा गया माना जाएगा।

3. आयु सीमा: -

प्रतिनियुक्ति द्वारा नियुक्ति के लिए अधिकतम आयु सीमा, आवेदन प्राप्ति की अंतिम तारीख को 56 वर्ष से अधिक नहीं होगी।

4. सहायक पुस्तकालय एवं सूचना अधिकारी के पद से जुड़े कार्यों एवं जिम्मेदारियों की सूची :-

- (i) उसे पुस्तकालय सूचना अधिकारी (एलआईओ) की अपेक्षित सहायता करनी होगी तथा एलआईओ की अनुपस्थिति में वह पुस्तकालय प्रभारी के तौर पर कार्य करेगा।
- (ii) सक्षम प्राधिकारी को अनुमोदन के लिए मिलने से पहले उसे सप्लाई ऑर्डर करने/पत्रिकाओं का नवीकरण करने/पुस्तकें खरीदने/पुस्तकों, पत्रिकाओं तथा खरीदी गई अन्य विभिन्न मदों से संबंधित बिलों की संवीक्षा करनी होगी।
- (iii) पुस्तकालय के प्रयोगकर्ताओं, ग्रंथ-सूची, सामग्री संदर्भ को पुनः प्राप्त करना तथा अंतर पुस्तकालय निवेदन के संबंध में संदर्भ एवं सूचना उपलब्ध कराना।
- (iv) नई पुस्तकों का वर्गीकरण।
- (v) पुस्तकालय के उपकरणों एवं सॉफ्टवेयर का एएमसी करना।
- (vi) पुस्तकालय समिति की बैठकें आयोजित करने में तथा पुस्तकालय के रोजमर्रा के कार्य में पुस्तकालय सूचना अधिकारी की सहायता करना।
- (vii) वह पुस्तकालय एवं सूचना सेवा से संबंधित प्रशासनिक एवं बजट संबंधी कार्यों का प्रबंधन करेगा तथा योजना बनाएगा।
- (viii) पुस्तकालय का प्रलेखन कार्य।
- (ix) लेखा परीक्षा अनुच्छेद/प्रश्नों के निपटान की व्यवस्था करना।
- (x) उसे कतरन के लिए अखबार/पत्रिकाओं में से संगत सामग्री का चयन करना होगा।
- (xi) उसे पुस्तकों/पत्रिकाओं/जर्नलों की छंटाई करनी होगी।
- (xii) उसे समय-समय पर लाइब्रेरी सॉफ्टवेयर की कार्यप्रणाली को देखना होगा तथा पुस्तकालय की निर्विघ्न कार्यप्रणाली के लिए कम्प्यूटर अनुभाग तथा पुस्तकालय के कार्मिकों के साथ संपर्क बनाए रखना होगा।
- (xiii) सक्षम प्राधिकारी द्वारा समय-समय पर सौंपा गया कोई अन्य कार्य।

5. वेतन का विनियमन और प्रतिनियुक्ति की अन्य शर्तें :-

चयनित उम्मीदवार का वेतन, कार्मिक एवं प्रशिक्षण विभाग के दिनांक 17.06.2010 के समय-समय पर यथासंशोधित का.जा. सं. 6/8/2009-स्था.(वेतन-II) में निहित उपबंधों के अधीन विनियमित होगा।


24/11/15



No.A.35021/03/2019-Admn.II
Union Public Service Commission
Dholpur House, Shahjahan Road,
New Delhi-110069

Dated: 25-10-2019

VACANCY CIRCULAR

Subject:- Filling up the post of Assistant Library & Information Officer (General Central Service, Group 'B', Gazetted, Non-Ministerial) in Level 7 of Pay Matrix in the Office of UPSC on Composite Method [Deputation (including Short Term Contract) basis plus promotion basis] - reg.

It is proposed to fill up one post of Assistant Library & Information Officer (General Central Service, Gr. B, Gazetted, Non-Ministerial) in the Level 7 of Pay Matrix in the Office of UPSC on Composite method [deputation (including Short Term Contract) plus promotion basis].

2. Eligibility Conditions: (i) Composite Method-Deputation (including Short Term Contract) plus Promotion-

Officers of the Central Government or State Government or Union Territories or Public Sector Undertakings or Universities or Recognized Research Institutions or Autonomous or Statutory or Semi-Government Organizations,-

(a)(i) Holding analogous posts on regular basis or equivalent; or

(ii) with five years' regular service in level-6 (Rs.35400-112400/-) of the pay matrix or equivalent; and

(b) Possessing the following educational qualifications and experience namely;

A. Essential

(i) Bachelor's degree in Library Science or Library and Information Science from a recognized University or Institute; and

(ii) Two years professional experience in a Library under Central Government or State Government or Union territory or Autonomous or Statutory Organization or Public Sector Undertakings or University or Recognized Research or Educational Institution;

Contd...

B. Desirable

- (i) Master's degree in Library Science or Library and Information Science from a recognized University or Institute;
- (ii) Diploma in Computer Applications from a recognized University or Institute.

Note: The Departmental Library and Information Assistant in level 6 (Rs.35400-112400/-) of the pay matrix with five years of regular service and possessing Bachelor's Degree in Library Science or Library and Information Science from a recognized university or institute and having completed successful training of two to three weeks in the field of Library and Library Science shall also be considered eligible with outsiders and in case he is selected for appointment to the post, the same may be deemed to have been filled by promotion.

3. Age limit:

The maximum age limit for the post of Assistant Lib. & Information Officer shall be not exceeding fifty-six years as on the closing date of receipt of applications.

4. List of duties & responsibilities attached to the post of Assistant Lib. & Information Officer:

(i) - He/she shall be rendering such assistance to the LIO as may be desired and he will function as in charge of the library in absence of LIO.

(ii) - He/she will place supply order/renewal of journals/ purchasing of books/scrutinize bills for books, newspapers, journals, etc. and ensure that they are purchased before sending for delivery.

(iii) - He/she will attend to the queries of library users, bibliography, retrieving materials, etc.

(vii) - He/she will assist LIO in conducting library committee meetings and other day-to-day work of the library.

(viii) - He/she will manage and plan administrative and budgetary functions of the library & ensure that they are carried out properly.

(ix) - He/she will maintain the records of the library.

(x) - He/she will attend to the queries of library users.

(xi) - He/she will collect relevant material in the newspaper/magazines for clipping.

(xii) - He/she will maintain the records of books/magazines/journals.

Contd...

(xii) He/she will look after the functioning of library software from time to time and liaise with computer section and library personnel for smooth functioning of library.

(xiii) Any other work entrusted by the Competent Authority from time to time.

5. Regulation of pay and other terms of deputation:

The pay of the selected candidate will be regulated under the provisions contained in the Dept. of Personnel & Training O.M No.6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.

6. Period of deputation:

Period of deputation (including short term contract) including period of deputation (including short term contract) to another ex-cadre post held immediately preceding this appointment the in the same or other organizations or departments of the Central Government shall not exceed three years.

7. Consultation with UPSC:

Consultation with Union Public Service Commission is not necessary.

8. Reservation for SC/ST:

No provision for reservation exists for the posts to be filled up on deputation basis.

9. Application along with Bio-data (in duplicate) in the prescribed proforma (Annexure-I) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the Forwarding Authority (in proforma at Annexure-II) along with the following documents:-

- (i) Integrity certificate
- (ii) Statement of major/ minor penalties imposed if any, on the official during the last 10 years; (if no penalty has been imposed a 'nil' certificate should be enclosed).
- (iii) Vigilance clearance certificate.
- (iv) Attested photocopies of the ACRs for the last five years i.e. 2013-14 to 2017-18 (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India).
- (v) Cadre clearance

may be forwarded in respect of each candidate separately to Shri B.K. Sahu, Under Secretary (Admn.II), Room No.426, 4th Floor, Ayog Sachivalaya Building, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069, within 60 days of publication of this advertisement in the Employment News/ रोजगार समाचार. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not to be entertained. The crucial date for determining eligibility will be the last date of receipt of applications.

Contd...

10. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. Government strives to have a workforce who reflect gender balance and women candidates are encouraged to apply.

[Signature]
25.10.19

(B.K. Sahu)

Under Secretary (Admn.II)

Copy to:-

1. All Ministries/Departments of Govt. of India (as per list attached).
2. Principal Secretaries of State Govts./Union Territories, Cadre Controlling Authorities of Universities/Autonomous Organisations, with request to give wide publicity to this Vacancy Circular.
3. All Notice Boards of Govts./Union Territories and interested officers may forward their applications through the Public Relation Section within the stipulated date.
4. Assistant Director, Admn. Section, Employment News, Ministry of Information and Public Relations, Government of India, Chhota Bhawan, C.O.O. Complex, Lodhi Road, New Delhi-110003, to publish this circular (indicative) in the ensuing issue of Employment News.
5. The Director, P.S. Section, with a request to upload the vacancy circular on the official website of the Government of India.
6. The Director, P.S. Section, Ministry of Labour & Employment, Shram Shakti Bhawan, New Delhi-110003, to upload the vacancy circular on their official website.
7. With I.O. UPSC with a request to upload the vacancy circular on the official website of the Commission.

[Signature]
25.10.19

(B.K. Sahu)

Under Secretary (Admn.II)

Union Public Service Commission

Proforma for application for the post of Assistant Library & Information Officer on Deputation (including short-term contract) plus Promotion basis in the Office of UPSC

BIO-DATA PROFORMA

1. Name and postal address (in Block Letters) with Telephone no.
2. Date of Birth (in Christian Era)
3. Date of retirement under Central Govt. Rules
4. Educational qualifications
(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)
- 5 (i) Do you hold analogous post on regular basis or equivalent; or
(ii) Do you possess five years of regular service in the grade of Level-6 (Rs.35400-112400/-) of the pay matrix or equivalent; and
6. Do you possess the following educational qualifications and experience namely:-
(Please furnish details & enclose requisite supporting certificates)
A. ESSENTIAL
 - (i) Bachelor's degree in Library Science or Library and Information Science from a recognized University or institute.
 - (ii) Two year's professional experience in a library under Central Govt. or State Govt. or Union Territories or Autonomous or Statutory organization or Public Sector Undertakings or Universities or Recognized Research or Educational Institution;

B. Desirable

- (i) Master's degree in Library Science or Library and Information Science from a recognized University or Institute
- (ii) Diploma in Computer Applications from a recognized university or Institute.

7. Details of employment with brief description of duties performed, in chronological order (Starting from entry in service). *Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.*

Office/ Organization	Whether Central Govt./ State Govt./ University/ Institute/ Autonomous/ Statutory/Semi- Govt. Institution	Post held with scale of pay/band grade	Period of service		Basic pay	Nature of appointment whether regular/ad- hoc/deputation	Post wise brief details of duties performed
			from	to			
1	2	3	4	5	6	7	8

- 8. Nature of present employment, i.e. ad-hoc or temporary or permanent
- 9. In case the present employment is held on deputation please state
 - (a) The date of initial appointment
 - (b) Period of appointment on deputation
 - (c) Name of parent office/Organization to which you belong

10. 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

Date	Pay scale (pre-revised) with Grade Pay	Basic pay (pre-revised)	Date of revision of pay	Revised Basic Pay as per 7 th CPC	Level of pay in 7 th CPC Matrix

11. Total emoluments per month now drawn
12. Additional information, if any, which you would like to mention in support of your suitability for the post.
- (Enclose a separate sheet if the space is insufficient)*
13. Full postal address of forwarding authority with name & telephone number
14. Whether belongs to SC/ST
15. Remarks

Tel. No.

Email ID

Annexure-II

(Certificate to be furnished by the Employer/Head of Office/Forwarding Authority)

Certified that the particulars furnished by _____ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

2. Also certified that: -

(i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____

(ii) His/her integrity is certified.

(iii) The photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.

(iv) *No major/minor penalty has been imposed on him/her during the last 10 years*

(v) A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. *

Signature :

Name & :

Designation

Telephone No. :

Office Seal :

Fax No. :

Place:

Dated:

List of enclosures:

1.

2.

3.

4.

5.

6.

(*Strike out which is not applicable.)