

No. A-12025/09/2022-GW (Estt.)

भारत सरकार

Government of India

जल शक्ति विभाग

Ministry of Jal Shakti

जल संसाधन वनी विकास और गंगा संरक्षण विभाग

Department of Water Resources, River Development and Ganga Rejuvenation
(Ground Water (Estt.) Section)



Room No.633,
Shram Shakti Bhawan,
Rafi Marg, New Delhi-110001
Dated: 09 May, 2023.

Subject: Filling up 01(one) post of Library and Information Officer, in Level-11(Rs. 67700-208700) of Pay Matrix, by deputation basis (including short term contract) in the Central Ground Water Board under the Department of Water Resources, River Development & Ganga Rejuvenation, Ministry of Jal Shakti - regarding.

The undersigned is directed to propose to fill up 01 (One) post of Library and Information Officer, in Level-11(Rs. 67700-208700) of Pay Matrix, by Deputation basis (including short term contract), in the Central Ground Water Board, a subordinate office of the Department of Water Resources, RD & GR, Ministry of Jal Shakti.

2. Deputation (including Short Term Contract):

Officers under the Central Government or State Government or Union Territories administration or Autonomous or Statutory Organisation or Public Sector Undertaking or recognised University or Institute or Research Institution and who holding/possessed the following regular post/service in their parent Cadre/Department, educational qualification and experience, are eligible for the post:

- (a)(i) Holding analogous posts on regular basis in the parent cadre or department; or
- (ii) With five years regular service in posts in Level-10 in Pay Matrix (Rs.56100-177500) or Level-9 in the Pay Matrix (Rs. 53100-167800) or equivalent in the parent cadre or department; or
- (iii) With six years regular service in posts in Level-8 in the Pay Matrix (Rs. 47600-151100) or equivalent in the parent cadre or department;
- (iv) With seven years regular service in posts in Level-7 in the pay matrix (Rs. 44900-142400) or equivalent in the parent cadre or department; and

(b) Possessing the following educational qualifications and experience:

Educational Qualifications

Master's degree in Library Science or Library and Information Science from a recognised University or Institute.

Services-II Branch
Diary No 59993
Date 24/5/23

[Handwritten signature]

Note: Qualifications are relaxable at the discretion of the Union Public Service Commission in the case of candidates otherwise well qualified.

Experience:

Five years' professional experience in Library under Central Government or State Government or Autonomous or Statutory Organization or Public Sector Undertakings or University or recognised Research or Educational Institution.

Note: The qualifications regarding experience is relaxable at the discretion of Union Public Service Commission in the case of candidates belonging to the Scheduled Castes and the Scheduled Tribes, if at any stage of selection the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the post reserved for them;

Desirable Qualifications:

(i) One year experience of computerising Library activities in a Library under Central Government or State Government or Autonomous or Statutory Organisation or Public Sector Undertaking or University or recognised Research or Educational Institution.

(ii) One year professional experience in procurement of technical or scientific books, journals, periodicals etc in the areas of water resources or ground water or irrigation or flood control.

(iii) Diploma in Computer Application from a recognised University or institute.

Note 1: Period of deputation in another Ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department of the Central Government shall not exceeding four years.

Note 2: The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.

3. Duties and Responsibilities for the post as follows :

- i. Over all Incharge of the Library at CHQ, CGWB, Faridabad.
- ii. Procurement of Technical, Scientific, Engineering etc. books, periodicals, journals etc.
- iii. Documentation and distribution of various reports published by the Board.
- iv. Maintenance of the proper record/cataloging of the different types of reports preparation by the Board or received from the other Departments / Organizations.
- v. Correspondence with other organizations/departments for procurement of report/journals.

4. The eligible officers who are willing and can be spared in the event of their selection may send their duly signed applications (in duplicate) in the attached proforma along with relevant documents in the prescribed proforma i.e. attested copy of their up-to-date -Confidential Reports/APARs for the preceding five years, Integrity Certificate, Vigilance Clearance and No Penalty Statement during the last 10 years to the Under Secretary (GWE), Department of Water Resources, RD & GR, Ministry of Jal Shakti, Room No. 622A, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001 within 45 days of the date of publication of this Circular in the Employment News/Rozgar Samachar Weekly.



5. Incomplete application(s) and those received after the stipulated date or not received in the prescribed proforma will not be entertained.

(Shalini Gupta)

Under Secretary to the Government of India

Tel :011- 23716928

To

- i) All Ministries/Departments of the Government of India.
- ii) Secretaries (Services), All State Governments.
- iii) Chairman, Central Water Commission, New Delhi.
- iv) Chairman, Central Ground Water Board, NH-IV, Faridabad, Haryana.
- v) Heads of all Organisations under the Department of Water Resources, River Development and Ganga Rejuvenation.
- vi) All Wing Heads, Department of Water Resources, River Development and Ganga Rejuvenation.

BIO-DATA / CURRICULUM VITAE PROFORMA

1.	Name and Address (In block letters)	
2.	Date of Birth (in Christian era)	
3.(i)	Date of entry into service	
(ii)	Date of retirement under Central / State Government Rules	
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	A) Qualification
	B) Experience	B) Experience
	Desirable	Desirable
	A) Qualification	A) Qualification
	B) Experience	B) Experience
5.1	Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department/ Office at the time of issue of Circular and issued of Advertisement in the Employment News.	
5.2	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.	
6.1	Note- Borrowing Departments are to provide their specific comments / views confirming the relevant essential qualification / work experience possessed by the candidate (as indicated in the Bio-Data) with reference to the post applied.	

7. Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Postsheld on regular basis	From	To	* 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:** 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	to

8.	Nature of present employment i.e Ad-hoc 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 present 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 the 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) and (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 / organization.			
10.	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details			
11.	Additional details about present employment: Please state whether working under			

	(indicate the name of your employer against the relevant column)- 1) Central Government 2) State Government 3) Autonomous organization 4) Government undertaking 5) University 6) Other		
12.	Please mention whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13.	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.	:	
14.	Total emoluments per month now drawn		
	Pay in Pay Band	Grade pay	Total Emoluments
15.	In case the applicant belongs to an Organisation which is not following the Central Government Pay Scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
	Basic pay with scale of pay and rate of increment	Dearness Pay / Interim Relief / Other Allowance etc. (With break-up details)	Total Emoluments
16. 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.)		
16. B	Achievements: The Candidates are requested to indicate information with regard to - i. Research publications and reports and special projects. ii. Award / Scholarship / Official Appreciation. iii. Affiliation with the professional bodies / institutions / societies and; iv. Patents registered in own name		

	or achieved official recognition. v. Any research / innovative measure involving official recognition vi. Any other information (Note: Enclose a separate sheet, if the space is insufficient).	
17.	Please state whether you are applying for deputation (ISTC) / Absorption / re-employment basis. (Officers under Central / State Governments are only eligible for "Absorption". Candidates of non-Governmental organizations are eligible for Short-Term Contracts.	
	# (The option of STC / Absorption / Re-employment are available only if the vacancy circular specifically mentions recruitment by STC or Absorption or Re-employment)	
18.	Whether belonging to SC / ST	

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.

Place:-----

Date:-----

(Signature of the Candidate)

Address:-----

Name:-----

Telephone Number/Mobile No.-----

Email:-----

Certification by the Employer / Cadre Controlling Authority

The information / details provided in the above application are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy Circular/Advertisement. 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 five years duly attested by an officer of rank of the Under Secretary to the Government of India or above 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)