No.2-3/2017-DAE(Estt)

Government of India

Ministry of Human Resource Development (Department of School Education and Literacy) Directorate of Adult Education

. . .

10, Jamnagar House, Shahjahan Road, New Delhi-110011, dated the 7th March,2015.

To

The Chief Secretaries
State Governments)/Union Territories

SUBJECT

Filling up the post of Library and Information Assistant [Group 'B'] in Pay Band-2 of Rs.9300-34800 with grade pay of Rs.4200 in the Directorate of Adult Education(a subordinate office under this Ministry), on deputation (including short term contract)plus promotion basis.

Sir,

I am directed to say that it has been decided to fill up the post of Library and Information Assistant in Pay Band-2,Rs.9300-34800 with grade of Rs.4200[Pay Level-6 in Pay Matrix Rs.35400-112400 revised) in the Directorate of Adult Education, a Subordinate Office under the Department of School Education & Literacy, Ministry of Human Resource Development on **deputation [including short term contract]** from the:-

Officers under the Central Government or State Governments or Union territories Administration or Public Sector Undertakings or Universities or autonomous bodies or recognized Research Institutions or Semi Government or Statutory organizations: -

- (a)(i) holding analogous post 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 the pay band-1, Rs.5200-20200 Plus Grade Pay of Rs.2800 [Pay level 5 in pay matrix of Rs.29200-92300] or equivalent in the parent cadre or department; and
- (b)possessing the following educational qualifications and experience

Essential:-

- 1) Bachelors degree in Library Science or Library and Information Science of a recognised University or Institute;
- 2) Two years professional experience in a Library under Central or Statutory Organisation or Public Sector Undertakings or University or recognized Research or educational institution.

Desirable:-

Diploma in Computer Application from a recognised University or Institute.

(Period of deputation(including short-term contract) including period of deputation(including short-term contract) in another excadre post held immediately preceding this appointment in the same or some other organisation 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 56 years as on the closing date of receipt of application).

Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the ecommendations 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 extended only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation.

2.It is requested that the applications in the proforma (which is available on Website www.mhrd.nic.in) from officers who are willing and fulfilling the above qualification and experience and whose services can be spared immediately on his/her selection to the post, kindly be forwarded to the Director, Directorate of Adult Education, Department of SchoolEducation & Literacy, Ministry of Human Resource Development, 10, <a href="Jamnagar House, <a href="Shahjahan Road, New Delhi Delhi-110011, within 60(Sixty) days from the date of issue of this letter, along with latest New Years, Integrity Certificate, New Delhi Delhi-110011, within New Years, Integrity Certificate, New Delhi Delhi-110011, within New Delhi Delhi-

Yours faithfully,

(JAGAT SINGH)

Assistant Director Copy to

- 1. All Ministries/Departments of the Government of India.
- 2. All Public Sector Undertakings[through Department of Public Enterprises]
- 3. All Autonomous bodies
- 4. Secretary, University Grants Commission, Bhadurshah Zafer Marg, New Delhi-110002 with the request to forward to all the Heads of the Universities.

- 5. Deputy Secretary, Department of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi-110016, with the request to circulate to all the scientific Institutions under their administrative control.
- 6. Deputy Secretary (Administration), CSIR, Anusandhan Bhavan, Rafi Marg, New Delhi [with 10 spare copies]
- 7. Director, National Physical Laboratory, Dr. K.S.Krishnan Road, New Delhi-110012
- 8. Copy to Director, Directorate of Adult Education, 10, Jamnagar House, Shahjahanb Road, New Delhi-110011
- 9. NIC, Department of School Education & Literacy, Ministry of Human Resource Development Shastri Bhavan, New Delhi for posting on the website.
- 10. Semi Government
- 11.The Editor, Employment New, Ministry of Information & Broadcasting, Soochna Bhave, GCO, New Delhi with the request to advertise the enclosed advertisement in the Employment News as early as possible and raise the bill in favour of the Director, Directorate of Adult Education, Department of School Education Education & Literacy, 10, Jamnagar House, New Delhi-110011.

(JAGAT SINGH)
Assistant Director

ANNEXURE-I

BIO-DATA/CURRICULUM VITAE PROFORMA

1. Name and Adda	ress							
(in Block Letters)								
2. Date of Birth (i	n Christian era)							
3.i) Date of entry i	nto service							
ii) Date of retiren	nent under Central	/State						
Government Rules								
4. Educational Qu	ualifications							
5. Whether Educa	tional and other qu	ualification	s Qua	lifications/exp	erience possessed by the officer			
required for the po				•	•			
qualification has b	een treated as equi	ivalent to th	ne					
one prescribed in t								
the same)		•						
Essential			Esse	ential				
A) Qualification			A) (Qualification				
B) Experience			B)	Experience				
Desirable			Desi	rable				
A) Qualification			A) (Qualification				
B) Experience								
5.1 Note : This col	umn needs to be a	implified to			esirable qualifications as			
					at the time of issue of Circular			
and issue of Adver								
5.2 In the case of I	Degree and Post G	raduate Qu	alifications	Elective/main	subjects and subsidiary subjects			
may be indicated b								
6. Please state clea	rly whether in the	light of						
entries made by yo	ou above, you mee	t the						
requisite Essential	Qualifications and	d work						
experience of the p	ost.							
6.1 Note: Borrowin	ng Departments ar	e to provid	e their spec	ific comments	/views confirming the relevant			
Essential Qualifica	tion/Work experie	ence posses	sed by the	Candidate (as:	indicated in the Bio-data) with			
reference to the po								
7. Details of Emple	oyment, in chrono	logical orde	er. Enclose	a separate she	et duly authenticated by your			
signature, if the sp	ace below is insuf	ficient.		_				
•								
Office/Institution	Post held on	From	То	*Pay Bar	d Nature of Duties (in detail)			
	regular basis			and Grad	le highlighting experience			
				Pay/Pay Sca	le required for the post applied			
				of the po				
				held o	on			
				regular basis				

^{*}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 a drawn under AC Scheme	-	From	1	То
8. Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent						
9. In case of Present Em						
deputation/contract basis			c) Name of the		d)Name	e of the post and pay of the
appointment	a) The date of Initial appointment b) Period of appointment on deputation/contract		c) Name of the parent d)Name of the post and pay post held in substantive cap the parent organisation to which the applicant belongs.		ld in substantive capacity in	
9.1 Note: In case of Officers should be along with Cadre Clearancertificate. 9.2 Note: Information ungiven in all cases where outside the cadre/organisation 10. If any post held on detthe past by the applicant return from the last deput other details. 11. Additional details about employment: Please state whether work (indicate the name of your against the relevant column). State Government column and Government Under the Universities for Others	nce, Vigander Colar person between the putation and the p	lumn 9 (c) and (n is holding a pout still maintain in fund ent	ent cadre/Departice and Integrity (d) above must be ost on deputation	ment e		
12. Please state whether working in the same Depare in the feeder grade or	artmen	t and				

feeder grade.						
13. Are you in Revised Scale of						
Pay? If yes, give the dat	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						
Basis Pay in the PB	Grade Pay	Total Emoluments				

1.57		
		ich is not following the Central Government Pay-
		showing the following details may be enclosed.
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pay and rate of	relief/other allowances etc.,	
increment	(with break-up details	
	ation, if any, relevant to the	
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the post.		
	s may provide information	
with regard to (i) additio		
	onal training and (iii) work	
-	ve prescribed in the Vacancy	
Circular/Advertisement)		
(Note: Enclose a separa	nte sheet, if the space is	
insufficient)		
17. Achievement:		
1	ested to indicate information	
with regard to;		
(i)Research publications	and reports and special	
projects		
(ii) Awards/Scholarships.		
(iii)Affiliation with the p		
institutions/societies and		
	own name or achieved for	
the organization		
(v)Any research/innovat	•	
official recognition vi) a	· ·	
(Note: enclose a separa	te sheet if the space is	
insufficient)		
18. Please state whether		
deputation (ISTC)/Absor	rption/Re-employment	
Basis.#		
	State Governments are only	
eligible for "Absorption"		
	ons are eligible only for Short	
Term Contract)		
#(The option of `STC'/`.		
employment' are availab		
	ned recruitment by "STC" or	
"Absorption" or "Re-em	ployment").	
19. Whether Belongs to	SC/ST	
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I have carefully gone through the vacancy/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 e 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)
	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 education 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 rant 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)	

ANNEXURE-I

BIO-DATA/CURRICULUM VITAE PROFORMA

(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) Essential A) Qualification B) Experience B) Experience Desirable Desirable						
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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 issue 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 Post held on From To *Pay Band Nature of Duties (in detail)						
regular basis and Grade highlighting experience						

		Pay/Pay of the held regular b	post on	required for	for the	post	applied

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Office/Institution		Pay, Pay Band a drawn under AC Scheme	_	From	1	То
8. Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent						
9. In case of Present Em						
deputation/contract basis			c) Name of the		d)Name	e of the post and pay of the
appointment	a) The date of Initial appointment b) Period of appointment on deputation/contract		c) Name of the parent d)Name of the post and pay post held in substantive cap the parent organisation to which the applicant belongs.		ld in substantive capacity in	
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12. Please state whether working in the same Depare in the feeder grade or	artmen	it and				

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					
Basis Pay in the PB	Grade Pay	Total Emoluments			

157		
		ich is not following the Central Government Pay-
		showing the following details may be enclosed.
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pay and rate of	relief/other allowances etc.,	
increment	(with break-up details	
	ation, if any, relevant to the	
1 2 11	upport to your suitability for	
the post.		
	s may provide information	
with regard to (i) additio		
	onal training and (iii) work	
-	ve prescribed in the Vacancy	
Circular/Advertisement)		
(Note: Enclose a separa	nte sheet, if the space is	
insufficient)		
17. Achievement:		
1	ested to indicate information	
with regard to;		
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projects		
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(iii)Affiliation with the p		
institutions/societies and		
	own name or achieved for	
the organization		
(v)Any research/innovat	•	
official recognition vi) a	· ·	
(Note: enclose a separa	te sheet if the space is	
insufficient)		
18. Please state whether		
deputation (ISTC)/Absor	rption/Re-employment	
Basis.#		
	State Governments are only	
eligible for "Absorption"		
	ons are eligible only for Short	
Term Contract)		
#(The option of `STC'/`.		
employment' are availab		
	ned recruitment by "STC" or	
"Absorption" or "Re-em	ployment").	
19. Whether Belongs to	SC/ST	
C 11	ough the vecenov/edverticem	ant and I am wall aware that the

I have carefully gone through the vacancy/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 e 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))
	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 education qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

- 3. 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 rant 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)

ANNEXURE-I

BIO-DATA/CURRICULUM VITAE PROFORMA

1. Name and Add	ress						
(in Block Letters)							
2. Date of Birth (in Christian era)							
3.i) Date of entry i	nto service						
ii) Date of retiren	nent under Central	/State					
Government Rules	S						
4. Educational Qu	ualifications						
5. Whether Educa	tional and other q	ualification	s Qu	alifications/experi	ence possessed by the officer		
required for the po	st are satisfied. (I	f any		Quantition of the control of the control of			
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the same)		•					
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A) Qualification			A)	Qualification			
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Desirable			De	esirable			
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5.1 Note : This col	lumn needs to be a	mplified to	indicate	Essential and Desi	rable qualifications as		
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and issue of Adver				1			
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 po	st applied.						
7. Details of Empl	7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your						
signature, if the sp	ace below is insuf	ficient.					
Office/Institution	Post held on	From	To	*Pay Band	Nature of Duties (in detail)		
	regular basis			and Grade	highlighting experience		
				Pay/Pay Scale	required for the post applied		
				of the post	for		
				held on			
				regular basis			

1 1								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 Candi					a ana	Grade	lay wii	icie such benefits have been
Office/Institution				and Grade I	Pay	From	1	То
			vn under A	CP/MACP				
		Sche	eme					
8. Nature of presen	t employm	ent i.e.	. Adhoc			1		
or Temporary or Q								
Permanent								
9. In case of Preser								
deputation/contract				\ N T	C .1		1/3/7	C.1 . 1 . C.1
a) The date of Initia	,	eriod o		c) Name of	of the			e of the post and pay of the
appointment		ointme	/contract	parent office/organization		tion	-	ld in substantive capacity in ent organisation
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				applicant		gs.		
9.1 Note : In case of		•	-					
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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/organi								
10.If any post held								
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n) State Governi								
o) Autonomous	_							
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r) Others 12. Please state 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 Basis Pay in the PB Grade Pay Total Emoluments 15. In case the applicant belongs to an organization which is not following the Central Government Payscales, the latest salary slip issued by the Organisation showing the following details may be enclosed. Basic Pay with scale of pay and rate of increment eliel/fother allowances etc., (with break-up details) 16.A Additional Information, if any, relevant to the post you applied for in support to 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) 17. Achievement: The candidates are requested to indicate information with regard to; (i) (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)	q) Universities			
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18. 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-
Government Organisations are eligible only for Short
Term Contract)
#(The option of `STC'/`Absorption'/`Re-
employment' are available only if the vacancy
circular specially mentioned recruitment by "STC" or
"Absorption" or "Re-employment").
19. Whether Belongs to SC/ST

I have carefully gone through the vacancy/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 e 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.

Date _____

	(Signature of	the candida
Addres	s	

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 education qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

4.	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 rant 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)