

MOST IMMEDIATE

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 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 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 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 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 School Education & Literacy, Ministry of Human Resource Development, 10, Jamnagar House, Shahjahan Road, New Delhi Delhi-110011, within 60(Sixty) days from the date of issue of this letter, along with latest Five years APAR/Confidential Reports duly attested each page by the gazetted officer, Vigilance Clearance, No Penalty statement during last Ten Years, Integrity Certificate, and Cadre Clearance. Incomplete application without above mentioned documents will not be entertained. Action on advance application/application received after closing date will not be taken.**

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, Soचना Bhav, 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 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 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 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 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. Adhoc or Temporary or Quasi-Permanent or Permanent			
9. In case of 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 parent 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
<p>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.</p> <p>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/organisation</p>			
10. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.			
<p>11. Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous organization d) Government Undertaking e) Universities f) Others</p>			
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 Pay-scales, 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	Dearness Pay/interim relief/other allowances etc., (with break-up details)	Total Emoluments
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)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)		
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.

(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 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)

Countersigned

(Employer/Cadre Controlling Authority with Seal)

ANNEXURE-I

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 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 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 regular basis	From	To	*Pay and	Band Grade	Nature of Duties (in detail) highlighting experience

				Pay/Pay Scale of the post held on regular basis	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. Adhoc or Temporary or Quasi-Permanent or Permanent			
9. In case of 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 parent 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
<p>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.</p> <p>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/organisation</p>			
10. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.			
<p>11. Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>g) Central Government h) State Government i) Autonomous organization j) Government Undertaking k) Universities l) Others</p>			
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 Pay-scales, 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	Dearness Pay/interim relief/other allowances etc., (with break-up details)	Total Emoluments
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)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)		
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.

(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 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)

Countersigned

(Employer/Cadre Controlling Authority with Seal)

ANNEXURE-I

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 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 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 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

<p>*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:</p>					
Office/Institution		Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme		From	To
8. Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent					
9. In case of 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 parent 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		
<p>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.</p> <p>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/organisation</p>					
10.If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.					
<p>11.Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>m) Central Government n) State Government o) Autonomous organization p) Government Undertaking</p>					

q) Universities 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 Pay-scales, 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	Dearness Pay/interim relief/other allowances etc., (with break-up details)	Total Emoluments
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)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)		

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.

(Signature of the candidate)

Address _____

Date _____

