

MOST IMMEDIATE

No.1-3/2015-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 12<sup>th</sup> 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 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 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.

The departmental Library Clerk in Pay Band-1, Rs.5200-20200 Plus Grade Pay of Rs.1900 with ten years of regular service in the grade and possessing Bachelor's Degree in Library Science or Library and Information Science from a recognised University/Institute, shall also be considered along with outside candidates. In case he or she is selected for appointment, the post shall be deemed to have been filled by promotion.

Note 1: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

(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 1<sup>st</sup> 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 be 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 enclosed proforma [Appendix-I] 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,

*Amarjit Singh*

(Amarjit Singh Vohra)

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 Assistant Media Executive, Directorate of Advertising & Visual Publicity, Soochna Bhavan, CGO Complex, Lodhi Road, New Delhi-110003 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.

*Amarjit Singh*

(Amarjit Singh Vohra)

Assistant Director

PROFORMA

Application duly filled in should be forwarded through the employer who will certify that the information furnished is correct and also furnish all the information/documents while forwarding to the Directorate of Adult Education, Department of School Education & Literacy, Ministry of Human Resource Development, 10, Jamnagar House, Shahjahan Road New Delhi-110011

1. Name and Addressed in Block Letters -----  
(With telephone number if any)
2. Date of Birth (in Christian era) -----  
[DD-MM-YYYY]
3. Educational qualifications -----
4. Whether working under 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:
5. Date of retirement under Central/State -----  
Governments
6. Posts held in chronology order along with -----  
Pay scale
7. Details of experience | -----  
in a Library under Central or Statutory  
Organisation or Public Sector Undertakings or  
University or recognized Research or  
Educational institution.
8. Whether belongs to SC/ST -----
9. Whether at present on deputation if so -----  
from which date

Date:

Signature of the applicant

Place;