To

All Central Government Departments / State Governments/ UT Administrations/ Universities

SUB:- Recruitment to one post of Chief Librarian-cum-Documentation Officer in the Planning Commission on Deputation (including short-term contract) basis.

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Sir,

I am directed to say that Planning Commission requires the services of a suitable Officer for appointment to one post of Chief Librarian-cum-Documentation Officer on Deputation (including short-term contract) basis. Selection will be made by the UPSC. Officers working under the Central / State Governments / UT Administrations/ Universities/ Recognised Research Institutions/ Public Undertakings and fulfilling the eligibility conditions will be considered for appointment to the post.

2. Scale of pay of the post, eligibility conditions such as qualifications and experience, period of deputation, and duties etc. of the post are indicated in the enclosed Annexure.

3. Ministries/ Departments of the Central/ State Governments/ UT Administrations are requested to bring this vacancy to the notice of the Officers working under their charge as well as those working in their attached and subordinated offices and also Public Undertakings and Recognised Research Institutions under their administrative control.

4. Applications/Curriculum Vitae (in duplicate) in the enclosed proforma alongwith the following documents in respect of the candidates who possesses the prescribed requirements and who can be spared for taking up the assignment within one month from the date of intimation about selection may please be forwarded to the undersigned in the enclosed proforma duly signed by the candidate and the Head of Office or an officer authorized to sign on his behalf:

   (i) Cadre Clearance / No Objection;

   (ii) Up-to-date Confidential Report Dossier of the candidate concerned or photocopies of the Annual Confidential Reports of the candidate for the last five years duly attested by an Officer not below the rank of Under Secretary to the Govt. of India;

   (iii) Integrity Certificate (in the prescribed format) signed by an Officer not below the rank of Deputy Secretary to the Govt. of India

   (iv) Vigilance Clearance (in the prescribed format) indicating that no disciplinary proceedings or criminal proceedings are either pending or contemplated against the Officer concerned; and

   */
(v) List of major/minor penalties, if any, imposed on the candidate during the last 10 years OR No Penalty Certificate (in the prescribed format), as the case may be.

It may please be noted that it would not be possible to entertain the application if it is not accompanied with the above documents. It is also informed that the curriculum vitae (CV) duly supported by documents will be assessed by the Selection Committee for appointment to the post on deputation basis.

5. Applications of only those candidates who are clear from vigilance angle need only be forwarded. The vacancy is also being published in the Employment News shortly. The closing date for receipt of applications will be 60 days from the date of publication of the advertisement in the Employment News.

6. Applicant should ensure that the application is complete in all respects and is in the prescribed proforma. No column of the format should be left blank. Wherever information is "Not Applicable" or it is "Nil", it may please be so stated. Only complete applications received through proper channel alongwith all the documents mentioned in para 4 above on or before the specified closing date shall be considered. Applications received after the closing date or those which are not in the prescribed proforma or those which are incomplete or advance applications will not be considered.

7. The details of this vacancy are also available on Planning Commission website i.e. "http://www.planningcommission.nic.in" under the link "circulars".

Yours faithfully,

(K.K.CHHABRA)
Under Secretary to the Govt. of India
Tele. 23096531

Copy forwarded to:-

1. Chairman, Library Committee.

(K.K.CHHABRA)
Under Secretary to the Govt. of India
Details of eligibility conditions etc. relating to the post of Chief Librarian-cum-Documentation Officer in the Planning Commission to be filled up by Deputation (including short-term contract) basis.

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1. **SCALE OF PAY**: Rs.12000-375-16500

2. **DUTIES ATTACHED TO THE POST**:

   2. Work connected with the Library Committee as its Member-Secretary.
   3. Supervision of documentation and bibliographical work.
   4. Assist the researchers in planning and documentation of their research projects and to ensure availability of necessary documents.
   5. Promotion of use of Library facilities among the members or the officers of the Planning Commission.

3. **ELIGIBILITY (WILL BE DETERMINED AS ON CLOSING DATE)**:

   Officers:

   (a) (i) holding analogous posts on regular basis in the parent cadre/department; or

   (ii) with 5 years' the grade rendered after thereto on a regular basis service in the scale of pay of Rs.10000-15200 or equivalent in the parent cadre/department; and

   (b) possessing the educational qualifications and experience prescribed for the post, as indicated against item No. 5 below under the Central/ State Govts./ UT Administrations/ Universities/ Recognised Research Institutions/ Public Undertakings.

4. **AGE LIMIT**:

   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 applications.

5. **QUALIFICATIONS AND EXPERIENCE FOR THE POST**:

   **ESSENTIAL**:

   (i) Master's Degree of a recognised University or equivalent.

   (ii) Bachelor's Degree in Library Science of a recognised University or equivalent.

   (iii) Twelve years' experience in a library including experience of Documentation and Bibliographical work.

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**DESRABLE:**

(i) Post-Graduate Degree in Library Science from a recognised University or equivalent.

(ii) Published work in the journals (evidence to be furnished).

(iii) Working knowledge of any one modern European-Language other than English.

**6. PERIOD OF DEPUTATION/ CONTRACT:**

Period of deputation/ contract including period of deputation/ contract in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ department of Central Government shall ordinarily not exceed four years. The terms and conditions of deputation will be regulated according to the orders contained in the Govt. of India, DoPT’s OM No.2/29/91-Estt.(P.II), dated 5th January, 1994 as amended from time to time and in the case of those coming on contract, the terms will be settled in consultation with the concerned authority.

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INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports of Dr./Shri/Smt./Ms. ______________________, _____________ who has applied for the post of Chief Librarian-cum-Documentation Officer on Deputation basis, it is certified that his/ her integrity is beyond doubt.

[To be signed by an Officer of the rank of Deputy Secretary or above]
Name & Office Seal:
Date :

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against Dr./Shri/Smt./Ms. ______________________, _____________ who has applied for the post of Chief Librarian-cum-Documentation Officer on Deputation basis.

[Authorised signatory]
Name & Office Seal:
Date :

NO PENALTY CERTIFICATE

Certified that no minor/ major penalty has been imposed on Dr./Shri/Smt./Ms. ______________________, _____________ who has applied for the post of Chief Librarian-cum-Documentation Officer on Deputation basis during the last ten years.

[Authorised signatory]
Name & Office Seal:
Date :
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1. **Name of the post applied for**
   
2. **Date of birth (in Christian era)**

3. **Date of retirement under Central/State Govt. 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).

6. Please declare whether in the light of entries made by you above, you meet the requirement of the post.

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.
8. वर्तमान सेवा का स्वरूप अर्थात् तदर्थ अथवा अस्थायी अथवा स्थायीवत् अथवा स्थायी /
Nature of present employment i.e. Ad-hoc or Temporary or Quasi-permanent or Permanent.

9. यदि वर्तमान सेवा प्रतिनियुक्ति / संबिधा आयार पर है तो कृपया बताएं कि / In case the present employment is held on deputation/contract basis, please state -
   a) प्रारंभिक नियुक्ति की तिथि / The date of initial appointment
   b) नियुक्ति और प्रतिनियुक्ति / संबिधा की अवधि / Period of appointment and deputation/contract
   c) मूल कार्यालय / संगठन का नाम / Name of the parent office/organisation to which you belong

10. वर्तमान सेवा के बारे में अतिरिक्त विवरण / Additional details about present employment
    कृपया नियोक्ता का नाम संबंधित कॉलम के सामने लिखें / Please state whether working under (indicate the name of your employer against the relevant column).
    a) Central Govt.
    b) State Govt.
    c) Autonomous Organisation
    d) Government Undertaking
    e) Universities
    f) Others

11. कृपया यह बताएं कि आप उसी कार्यालय में कार्यरत हैं और क्या आप परिपूर्त क्रेड के परिपूर्त क्रेड में हैं / Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

12. क्या आप संसौदी वेतनमान में हैं? यदि हैं, तो संसौदी की तिथि तथा संसौदी पूर्व वेतनमान बताएं / 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.

13. वर्तमान में प्राप्त हो रहीं कुल परिलक्षियों / Total emoluments per month now drawn.

14. अतिरिक्त सूचना, यदि कोई हो, जिसके बल पर आप उक्त वर्द हेतु अपनी उपयुक्तता का दावा करते हैं / Additional information, if any, which you would like to mention in support of your suitability for the post.
15. कृपया यह बताएं कि क्या आप प्रतिनिधित्व (अन्यवाहिन अनुबंध सहित) / आमेलन / पुनर्नियुक्तिकारण पर नियुक्ति के लिए आवेदन कर रहे हैं (केवल केंद्र / सरकार के अधिकारी ही आमेलन के लिए पात्र होंगे). मैं-सरकारी संस्थाओं में कार्यरत अन्यथा केवल अत्याधुनिक अनुबंध के लिए पात्र होंगे). / Please state whether you are applying for deputation (including short-term contract) / 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).

16. क्या अनुसूचित जाति /अनुसूचित जनजाति के हैं /Whether belongs to SC/ ST.

17. अनुदानीय (अनुदानीय (i) अनुसंधान प्रकाशित ओर प्रतिवेदनों ओर विशेष परियोजनाओं; (ii) पुरस्कारों / छात्रवृत्तियों /सरकारी प्रोत्साहिताएं (iii) व्यावसायिक संस्थाओं / संगठनों / समितियों से संबंधित इत्यादि के बारे में विवरण के संकल्प हैं) (टिप्पणी: यदि आवश्यकता हो तो अलग पृष्ठ संलग्न करें) Remarks [The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/ Scholarship/ Official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and (iv) any other information.] (Note: Enclose a separate sheet if the space is insufficient)

मैंने रिक्त परिस्थिति / विज्ञापन ध्यान पुरवक पढ़ा है और मैं पूर्ण स्पर्श से जानता हूँ कि मेरे आवेदन के समय में मेरे द्वारा प्रस्तुत सभी दस्तावेजों का, बचन करते समय, बचन में समर्थ द्वारा मूल्यांकन किया जाएगा / I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

अनुंबंध के हस्ताक्षर :

पता :

Signature of the candidate:

Address:

दिनांक :

Date:

प्रतिस्हापनांकरित :

(नियोजक का नाम व कार्यालय मोहर)

Counter signed:

(Employer with Seal)

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