

No. A-12025/1/2006-Adm.I
GOVERNMENT OF INDIA
PLANNING COMMISSION

Yojana Bhavan, Sansad Marg,
New Delhi, the September, 2007.

To

All Central Government Departments / State Governments/ UT Administrations/
Universities/ Recognised Research Institutions/ Public Undertakings

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

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.gov.in>" under the link "circulars".

Yours faithfully,

(S. KESAVA IYER)
Under Secretary to the Govt. of India
Tele. 23096531

Copy forwarded to:-

1. Chairman, Library Committee.
2. Senior Adviser (Admn.), Planning Commission.
3. Notice Boards.

(S. KESAVA IYER)
Under Secretary to the Govt. of India

ANNEXURE

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.

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

2. DUTIES ATTACHED TO THE POST:

1. General Administration, Planning, Organisation and Management of the Library.
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. 6 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. CRUCIAL DATE FOR DETERMINING ELIGIBILITY :

It will be the closing date for receipt of applications as per this advertisement for the post.

6. 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.

DESIRABLE:

- (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.

7. 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.

[FORMAT OF VARIOUS CERTIFICATES REQUIRED TO BE ENCLOSED SEPARATELY
ALONGWITH THE APPLICATION]

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 :

प्रपत्र / PROFORMA

आवेदित पद का नाम _____

Name of the post applied for _____

1. नाम और पता / Name and Address (In Block Letters)
2. जन्म तिथि / Date of birth (in Christian era)
3. केन्द्रीय / राज्य सरकार के नियमों के अन्तर्गत सेवा-निवृत्ति की तारीख / Date of retirement under Central/ State Govt. Rules
4. शैक्षिक अर्हताएं / Educational Qualifications
5. क्या निर्धारित शैक्षिक और अन्य अर्हताएं प्राप्त हैं (यदि कोई अर्हता निर्धारित अर्हता के समकक्ष मानी जा रही है तो उस संबंध में प्राधिकरण का नाम बताएं) / 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).

निर्धारित अर्हताएं / अनुभव / Qualifications / Experience required	अधिकारी द्वारा प्राप्त अर्हताएं / अनुभव /Qualifications / Experience possessed by the officer
अनिवार्य / Essential : 1. 2. 3.	
वांछनीय / Desirable: 1. 2. 3.	

6. कृपया यह स्पष्ट बताएं कि ऊपर इंगित तथ्यों के आधार पर क्या आप उक्त पद के लिए निर्धारित आवश्यकताएँ पूरी करते हैं / Please State clearly whether in the light of entries made by you above, you meet the requirement of the post.

7. सेवा संबंधी कालक्रमानुसार विवरण. आवश्यकता होने पर, हस्ताक्षरित अलग पृष्ठ संलग्न कर पूरा ब्यौरा दें / Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

कार्यालय / संस्थान / Office/ Institution	धारित पद / Post held	से / From	तक /To	वेतनमान और मूल वेतन / Scale of pay and basic pay	कार्य का स्वरूप / Nature of duties (in details)

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 / संविदा आधार पर है तो कृपया बताएं कि / In case the
present employment is held on deputation/ contract basis, please state -

- प्रारंभिक नियुक्ति की तिथि / The date of initial appointment
- नियुक्ति और प्रतिनियुक्ति / संविदा की अवधि / Period of appointment and deputation/
contract
- 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).

- Central Govt.
- State Govt.
- Autonomous Organisation
- Government Undertaking
- Universities
- Others

11. कृपया यह बताएं कि आप उसी कार्यालय में कार्यरत हैं और क्या आप परिपूरक ग्रेड में या
परिपूरक के परिपूरक ग्रेड 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 संशोधित वेतनमान में हैं ? यदि हाँ, तो संशोधन की तिथि तथा संशोधन 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 परिलब्धियाँ / Total emoluments per month now drawn.

14. अतिरिक्त सूचना, यदि कोई हो, जिसके बल पर आप उक्त पद 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 प्रतिनियुक्ति अथवा अल्पावधि अनुबंध आधार पर नियुक्ति के लिए आवेदन कर रहे हैं (केवल केन्द्र / राज्य सरकार के अधिकारी ही प्रतिनियुक्ति के लिए पात्र होंगे. गैर-सरकारी संस्थाओं में कार्यरत अभ्यर्थी केवल अल्पकालिक अनुबंध के लिए पात्र होंगे) / Please state whether you are applying for deputation or short-term contract basis. (Officers under Central/ State Governments are only eligible for "Deputation". 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. अभ्युक्तियाँ (अभ्यर्थी (i) अनुसंधान प्रकाशनों और प्रतिवेदनों और विशेष परियोजनाओं; (ii) पुरस्कारों / छात्रवृत्तियों / सरकारी प्रोत्साहनों (iii) व्यावसायिक संस्थानों / संगठनों / समितियों से संबद्धता इत्यादि के बारे में विवरण दे सकते 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 रिक्ति परिपत्र / विज्ञापन ध्यान पूर्वक पढ़ा है और मैं पूर्ण रूप से जानता हूँ कि मेरे आत्मवृत्त के समर्थन में मेरे द्वारा प्रस्तुत सभी दस्तावेजों का, चयन करते समय, चयन समिति 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.

अभ्यर्थी के हस्ताक्षर :

पता :

Signature of the candidate:

Address:

दिनांक :

Date:

प्रतिहस्ताक्षरित :

(नियोक्ता का नाम व कार्यालय मोहर)

Counter signed:

(Employer with Seal)
