

राष्ट्रपति सचिवालय
राष्ट्रपति भवन
PRESIDENT'S SECRETARIAT
RASHTRAPATI BHAVAN

नई दिल्ली - 110004

New Delhi - 110004, the 25th March, 2019

Subject: Filling up the post of "Assistant Library and Information Officer" in President's Secretariat on deputation basis.

This Secretariat proposes to fill up the following vacancies on deputation basis, initially for two years, as detailed below:-

S.No.	Name and scale of post	No. of vacancies	To be filled up from
1.	Assistant Library and Information Officer (Level 7 of Pay Matrix)	1	<p>From amongst officers under the Central or State Government or Union Territories- (a) (i) Holding analogous posts on a regular basis; or (ii) with 5 years regular service in posts in the Level 6 (₹35400-₹112400) or equivalent; and (b) Possessing the educational qualifications and experience prescribed for direct recruits as under: -</p> <p>Essential:</p> <p>(i) Bachelor's Degree in Library Science or Library and Information Science of a recognized University/ Institute; (ii) Two years' professional experience in a Library under Central/State Government / Autonomous or Statutory organization/ PSU/ University or Recognized Research or Educational Institution.</p> <p>Desirable:</p> <p>(i) Master's Degree in Library Science or Library and Information Science of a recognized University/ Institute.</p>

S.No.	Name and scale of post	No. of vacancies	To be filled up from
			<p>(ii) Diploma in Computer Applications from a recognized University or Institute</p> <p>NOTE:-Qualifications are relaxable at the discretion of the appointing authority in case of candidates otherwise well qualified.</p>

2. The format of application is appended as Annexure 'A'. The application from the willing and eligible officials, whose services can be spared, may be forwarded through proper channel to **“The Deputy Secretary, Administration Section, President’s Secretariat, Rashtrapati Bhavan, New Delhi - 110004”**, along with attested copies of ACRs/APARs for the last 5 years, integrity certificate and vigilance clearance, so as to reach this Secretariat latest by **22nd April, 2019**.

3. While on deputation, the candidate will be, subject to availability, provided licence fee - free accommodation on the President’s Estate, New Delhi, subject to the conditions laid down in the President’s Estate Accommodation Rules.

(Shivendra Chaturvedi)
Deputy Secretary

(1) Name of post applied for : _____

Paste self-attested
passport size
photograph
(signed partly on
photo and partly on
paper)

(2) Name of the candidate:

(3) Date of Birth:

(4) Permanent Address:

(5) Address for Correspondence:

(6) Contact No./email id

(7) Educational qualification (s):

(8) Present Post held & Date from which working:

(9) Present place of working:

(10) Present Pay:

(11) Working experience:

(12) Service particulars from the date of initial appointment

(alongwith brief of duties performed):

Declaration

1. I, hereby declare my posting on deputation as _____ (name of the post) in the President's Secretariat shall not derive any right to me to claim seniority in the said post in respect of the services rendered by me on deputation.
2. I will not claim absorption in the President's Secretariat in the said post.
3. I am liable to be repatriated to my parent organisation for any inaccuracies in the details noted above or for contravention of any provisions in the rules/orders governing the deputation.

Date:
Place:

Signature of the applicant

CERTIFICATE TO BE RECORDED BY THE HEAD OF OFFICE WHILE FORWARDING THE APPLICATION

1. Certified that the particulars given by the applicant are true and have been verified from the service records.
2. The applicant, if selected, will be relieved immediately.
3. Copies of ACR/APAR for the last five years are enclosed.
4. No disciplinary/vigilance case is pending or contemplated against the official. There is nothing against the applicant which makes him/her ineligible for consideration for appointment to the post of _____ (name of the post). No major/minor penalty is in force or current against the official.
5. Recommendations:

Date
Place

Signature of the Head of Office
with office seal and Telephone No.