

Proforma for application for the post of Assistant Library & Information Officer on Deputation (including short-term contract) plus Promotion basis in the Office of UPSC

BIO-DATA PROFORMA

1. Name and postal address (in Block Letters) with Telephone no.
2. Date of Birth (in Christian Era)
3. Date of retirement under Central Govt. Rules
4. Educational qualifications  
*(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)*
- 5 (i) Do you hold analogous post on regular basis or equivalent; or  
(ii) Do you possess five years of regular service in the grade of Level-6 (Rs.35400-112400/-) of the pay matrix or equivalent; and
6. Do you possess the following educational qualifications and experience namely:-  
*(Please furnish details & enclose requisite supporting certificates)*

**A. ESSENTIAL**

(i) Bachelor's degree in Library Science or Library and Information Science from a recognized University or institute.

(ii) Two year's professional experience in a library under Central Govt. or State Govt. or Union Territories or Autonomous or Statutory organization or Public Sector Undertakings or Universities or Recognized Research or Educational Institution;

## B. Desirable

- (i) Master's degree in Library Science or Library and Information Science from a recognized University or institute
- (ii) Diploma in Computer Applications from a recognized university or institute.

7. Details of employment with brief description of duties performed, in chronological order (Starting from entry in service). *Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.*

Office/ Organization	Whether Central Govt./ State Govt./ Union Territory/ PSU/University/ Recognized Research Institution/ Autonomous/ Statutory/Semi- Govt. Institution	Post held with scale of pay / Level of pay in pay matrix	Period of service		Basic pay	Nature of appointment whether regular/ad- hoc/deputation	Post wise brief details of duties performed
			from	to			
1	2	3	4	5	6	7	8

8. Nature of present employment, i.e. ad-hoc or temporary or permanent
9. In case the present employment is held on deputation please state
- (a) The date of initial appointment
  - (b) Period of appointment on deputation
  - (c) Name of parent office/Organization to which you belong

10. 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

Date	Pay scale (pre-revised) with Grade Pay	Basic pay (pre-revised)	Date of revision of pay	Revised Basic Pay as per 7 <sup>th</sup> CPC	Level of pay in 7 <sup>th</sup> CPC Matrix

11. Total emoluments per month now drawn
12. Additional information, if any, which you would like to mention in support of your suitability for the post.

*(Enclose a separate sheet if the space is insufficient)*

13. Full postal address of forwarding authority with name & telephone number
14. Whether belongs to SC/ST
15. Remarks

Signature of the candidate

Full office address

Tel. No.

Email ID

Date:



Annexure-II

(Certificate to be furnished by the Employer/Head of Office/Forwarding Authority)

Certified that the particulars furnished by \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

2. Also certified that: -

(i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. \_\_\_\_\_

(ii) His/her integrity is certified.

(iii) The photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.

(iv) \*No major/minor penalty has been imposed on him/her during the last 10 years\*

(v) A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. \*

Signature :

Name & :  
Designation

Telephone No. :

Office Seal :

Fax No. :

Place:

Dated:

List of enclosures:

1.

2.

3.

4.

5.

6.

(\*Strike out which is not applicable.)