



No.A.35021/03/2019-Admn.II  
Union Public Service Commission  
Dholpur House, Shahjahan Road,  
New Delhi-110069

Dated: 25-10-2019

VACANCY CIRCULAR

**Subject:-** Filling up the post of Assistant Library & Information Officer (General Central Service, Group 'B', Gazetted, Non-Ministerial) in Level 7 of Pay Matrix in the Office of UPSC on Composite Method [Deputation (including Short Term Contract) basis plus promotion basis] - reg.

It is proposed to fill up one post of Assistant Library & Information Officer (General Central Service, Gr. B, Gazetted, Non-Ministerial) in the Level 7 of Pay Matrix in the Office of UPSC on Composite method [deputation (including Short Term Contract) plus promotion basis].

**2. Eligibility Conditions: (i) Composite Method:-Deputation (including Short Term Contract) plus Promotion-**

Officers of the Central Government or State Government or Union Territories or Public Sector Undertakings or Universities or Recognized Research Institutions or Autonomous or Statutory or Semi-Government Organizations,-

(a)(i) Holding analogous posts on regular basis or equivalent; or

(ii) with five years' regular service in level-6 (Rs.35400-112400/-) of the pay matrix or equivalent; and

(b) Possessing the following educational qualifications and experience namely;

**A. Essential**

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

(ii) Two years professional experience in a Library under Central Government or State Government or Union territory or Autonomous or Statutory Organization or Public Sector Undertakings or University or Recognized Research or Educational Institution;

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**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.

**Note:** The Departmental Library and Information Assistant in level 6 (Rs.35400-112400/-) of the pay matrix with five years of regular service and possessing Bachelor's Degree in Library Science or Library and Information Science from a recognized university or institute and having completed successful training of two to three weeks in the field of Library and Library Science shall also be considered along with outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

**3. Age limit:**

The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.

**4. List of duties & responsibilities attached to the post of Assistant Lib. & Information Officer:-**

- (i) He/she shall be rendering such assistance to the LIO as may be desired and he will function as in charge of the library in absence of LIO.
- (ii) He/she will place supply orders/renewal of journals/ purchasing of books/scrutinize bills for books, periodicals and all other miscellaneous items purchased before sending for approval of Competent Authority.
- (iii) Provide reference and information service to library users, bibliography, retrieving materials reference, and inter library request.
- (iv) Classification of new Books.
- (v) AMC of library equipments & software.
- (vi) Helping LIO in conducting Library committee meetings and other day-to-day work of the library.
- (vii) He/she will manage and plan administrative and budgetary functions of the library & Information services.
- (viii) Documentation Work of the library.
- (ix) Arrange to settle the Audit Para/queries.
- (x) He/she will select relevant material in the newspaper/magazines for clipping.
- (xi) Weeding out books/magazines/journals.

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(xii) He/she will look after the functioning of library software from time to time and liaise with computer section and library personnel for smooth functioning of library.

(xiii) Any other work entrusted by the Competent Authority from time to time.

5. Regulation of pay and other terms of deputation:

The pay of the selected candidate will be regulated under the provisions contained in the Dept. of Personnel & Training O.M No.6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.

6. Period of deputation:

Period of deputation (including short-term contract) including period of deputation (including short term contract) to another ex-cadre post held immediately preceding this appointment the in the same or other organizations or departments of the Central Government shall not exceed three years.

7. Consultation with UPSC:

Consultation with Union Public Service Commission is not necessary.

8. Reservation for SC/ST:

No provision for reservation exists for the posts to be filled up on deputation basis.

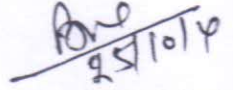
9. Application along with Bio-data (in duplicate) in the prescribed proforma (Annexure-I) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the Forwarding Authority (in proforma at Annexure-II) along with the following documents:-

- (i) Integrity certificate
- (ii) Statement of major/ minor penalties imposed if any, on the official during the last 10 years; (if no penalty has been imposed a 'nil' certificate should be enclosed).
- (iii) Vigilance clearance certificate.
- (iv) Attested photocopies of the ACRs for the last five years i.e. 2013-14 to 2017-18 (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India).
- (v) Cadre clearance

may be forwarded in respect of each candidate separately to Shri B.K. Sahu, Under Secretary (Admn.II), Room No.426, 4<sup>th</sup> Floor, Ayog Sachivalaya Building, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069, **within 60 days** of publication of this advertisement in the Employment News/ रोजगार समाचार. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not to be entertained. **The crucial date for determining eligibility will be the last date of receipt of applications.**

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10. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. Government strives to have a workforce who reflect gender balance and women candidates are encouraged to apply.

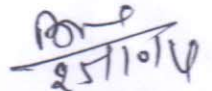


(B.K. Sahu)

Under Secretary (Admn.II)

**Copy to:-**

1. All Ministries/Departments of Govt. of India (as per list attached).
2. Principal Secretaries of State Govt. /Union Territories, Cadre Controlling Authorities of Universities/ Autonomous Organizations, with request to give wide publicity to this Vacancy Circular.
3. All Notice Boards of UPSC - eligible and interested officers may forward their applications through their concerned Admn. Section within the stipulated date.
4. Assistant Director, Advertisement Section, Employment News, Ministry of Information and Broadcasting, Room No.764, 7th Floor, Soochna Bhavan, C.G.O. Complex, Lodhi Road, New Delhi - 110003; with a request to publish this circular (indicative) in the ensuing issue of Employment News/ रोज़गार समाचार.
5. The Director (CS. I), DoP&T- with a request to upload the vacancy circular on the official website of DoP&T.
6. National Career Service (NCS) Portal, Ministry of Labour & Employment, Shram Shakti Bhawan Rafi Marg, New Delhi-110001 - for uploading the vacancy circular on their official website.
7. Web Cell, UPSC with a request to upload the vacancy circular on the official website of the Commission.



(B.K. Sahu)

Under Secretary (Admn.II)

Union Public Service Commission