

VACANCY CIRCULAR

No A/39890/L-1/CAO/R-1

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE

Office of Joint Secretary & Chief Administrative Officer

Room No 172, E – Block
Dara Shukoh Road
NEW DELHI – 110 011.

Dated : 16 Apr 2018

All the Ministries/Depts of Govt. of India.

All the Chief Secretaries of State Governments & Union Territories

SUB: FILLING UP OF 01 VACANCY IN THE GRADE OF LIBRARY AND INFORMATION OFFICER IN INTEGRATED HEADQUARTERS OF MINISTRY OF DEFENCE (ARMY, NAVY AND AIR), DEFENCE STAFF HEADQUARTERS AND INTER SERVICE ORGANISATIONS BY DEPUTATION (INCL. SHORT TERMS CONTRACT)

Sir/Madam,

I am directed to state that **One** vacancy in the grade of Library and Information Officer (General Central Service, Group 'A', Gazetted, Non-Ministerial) in Level – 11 of Pay Matrix is required to be filled in Integrated Headquarters of Ministry of Defence (Army, Navy and Air), Defence Staff Headquarters and Inter Service Organisations by Deputation (incl. short term contract) on the following conditions :-

Deputation (including short term contract) :

Officers under the Central or State Governments or Union Territory Administration or Public Sector Undertakings or Statutory or Autonomous Organisations or Recognised Research Institution or Educational Institution :-

- (a) (i) holding analogous posts on regular basis in the parent cadre or department ; or
- (ii) with seven years' service in the grade rendered after appointment thereto on a regular basis in posts in the Level-7 in the Pay Matrix or equivalent in the parent cadre or department ; and
- (b) possessing the following educational qualifications and experience :

Essential

- (i) Masters' degree in Library Science or Library and Information Science of a recognised University or Institute.

(ii) Five years professional experience in a library under Central or State Governments or Autonomous or Statutory Organisation or Public Sector Undertakings or Universities or Recognised Research or Educational Institution.

Desirable :

(i) One year experience of computerising Library activities in a Library under Central or State Governments or Autonomous or Statutory Organisation or Public Sector Undertakings or Universities or Recognised Research or Educational Institution.

(ii) One year professional experience in the specific area of activities of the Integrated Headquarters of Ministry of Defence (Army, Navy and Air), Defence Staff Headquarters and Inter Service Organisations.

(iii) Diploma in computer application from a recognised University or Institute.

2. **Job Profile** : Overall control and supervision of Library. Library organisation and administration. Reference Service. Member Secretary of Book Selection Sub-Committee. Purchase of books and subscription of journals. Scanning through journals and Supervision of indexing of important articles.

3. The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

4. The Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed four years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of receipt of applications. The appointment on deputation shall be governed by DOP&T OM No. 6/8/2009-Estt. (Pay-II) dated 17 Jun 2010 and its subsequent amendments, if any.

5. For the purpose of appointment on deputation(including short term contract) basis, the service rendered on a regular basis by an officer prior to 01.01.2006, the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding Grade Pay or Pay Scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common Grade Pay or Pay Scale and where this benefit will extend only for the posts for which that Grade Pay or Pay Scale is the normal replacement grade without any upgradation.

