

भारत सरकार/ Government of India
विदेश मंत्रालय / Ministry of External Affairs
प्रशासनिक विभाग/ Administration Division

No. Q/PA-III/ 575/45/2016

New Delhi, June, 17th 2016

VACANCY CIRCULAR

Applications are invited from eligible officers for filling up of the post of Library and Information Officer (equivalent to Deputy Secretary / Under Secretary rank) on deputation basis in the Pravasi Bhartiya Kendra, Ministry of External Affairs as per the details given below:

1.	Name of the Post with Pay Band and Grade Pay	:	One post of Library and Information Officer (equivalent to Deputy Secretary / Under Secretary rank) in the pay band PB-3, Rs.15600-39100/- with Grade Pay of Rs.7600/- or Rs.6600/-
2.	Period of Deputation	:	Initially for 3 years; could be extended as per the Terms and Conditions laid down by DOPT
3.	Job Description	:	The incumbent will be overall-in-charge for management and supervision of the Library of Pravasi Bhartiya Kendra. He/She will be responsible for conducting library committee meetings for purchase of books, organization and modernization of library or any other duties assigned by the competent authority. He/She will also look after overall supervision of works by the library staff, etc.
4.	Eligibility	:	<ul style="list-style-type: none"> • Holding analogous posts on regular basis in the parent cadre or Department <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • with three years service in the grade rendered after appointment thereto on regular basis in the posts in the Pay Band-3, Rs.15600-39100/- plus Grade Pay Rs.6600 or equivalent in the parent cadre or Department for the post at Deputy Secretary rank <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • with five years service in the grade rendered after appointment thereto on regular basis in the posts in the Pay Band-2, Rs.9300-34800/- plus Grade Pay Rs.4800 or equivalent in the parent cadre or Department for the post at Under Secretary rank
5.	Essential Criteria	:	<ul style="list-style-type: none"> • Masters Degree in Library Science or Library Information Science of a recognized University or Institute • Five years' professional experience in a Library under Central/ State Government/ University or recognized Research or Educational Institution
6.	Desirable Criteria	:	<ul style="list-style-type: none"> • Experience in computerising library activities • Diploma in Computer Application from a recognized University or Institute

7.	How to apply	:	<p>Completed application should be sent through proper channel in the prescribed Proforma to Joint Secretary (Administration), Room No. 149 C, South Block, Ministry of External Affairs, New Delhi. The duly completed application should be sent alongwith:</p> <ul style="list-style-type: none"> • Up-to-date copies of ACRs/APARs for the last five years duly attested on each page by a Group A Officer • Cadre Clearance • Vigilance Clearance • Details of minor/major penalty imposed on the officer by the Competent Authority, if any
8.	Pay & Allowance	:	Admissible as per DOPT guidelines

The last date of receiving applications is 6th July, 2016. Cadre Controlling Authorities are requested to forward applications of interested Officers to the undersigned. Any queries regarding the application may be addressed to Shri Shambhu Hakki, Under Secretary (GA) at usga@mea.gov.in.



(Sibi George)

Joint Secretary (Administration)

To:

1. All Ministries/Departments of Government of India
2. XP Division (for uploading the circular on MEA website)

Annexure

**APPLICATION PROFORMA FOR THE POST OF
LIBRARY AND INFORMATION OFFICER
IN THE MINISTRY OF EXTERNAL AFFAIRS
(ON DEPUTATION)**

Paste your
passport size
photo here

1. Name & Designation:
2. Date of Birth:
3. Gender
4. Educational Qualifications:
5. Mobile No.:
6. Email ID:
7. Service/ Batch:
8. Details of employment in the chronological order. Enclose a separate sheet duly authenticated by the Department, if space below is insufficient.

Department/ Institution/ Organisatio n	Post held	From	To	Scale of Pay and basic therein	Nature of duties performed

9. Details of current deployment:

10. Basic Pay, Pay Scale & Grade Pay:

11. Details of courses/ training programmes attended, if any:

12. Details of publication, if any:

13. Languages known:

14. Details of previous ex cadre deputation, if any:

15. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be

16. Remarks

(Signature of candidate)

Address:

Date:

It is certified that particulars furnished are correct and no disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 10 years and his integrity is beyond doubt.

Signature of the Head of Department
(with Stamp)