

No.A-12023/01/2017-Adnm.II
Government of India
Ministry of Communications
Department of Telecom
20 Ashoka Road, Sanchar Bhawan
New Delhi- 110001

Dated the 21st June 2017

Vacancy Circular

It is proposed to fill up 01 vacant posts of Assistant Library & Information Officer in Pay level - 7 (Rs. 44900-142400) of the Pay Matrix [Pay Band-2, Rs. 9300-34800 with Grade Pay Rs.4600, in pre-revised scale of pay) on deputation (including short-term contract) basis from the officers of Central Government or State Governments or Union territories or Public Sector undertakings or Statutory and Autonomous Bodies or Recognised Research Institutions or Universities: -

- (A) (i) holding analogous posts on regular basis in the parent cadre or department; or
(ii) with five years' Service in the grade rendered after appointment thereto on a regular basis in posts in Level-6 (35400-112400) or equivalent in the parent cadre or Department; and
(B) Possessing the following educational qualifications and experience, namely:

Essential :

- (i) Bachelor's degree in Library Science or Library and Information Science of a recognised University or Institute;
(ii) Two years' professional experience in a library under Central Government or State Governments or Autonomous or Statutory Organizations or Public Sector Undertakings or Universities or recognised research or educational institutions;

Desirable:

- (i) Master's degree in Library Science or Library and Information Science of a recognised University or Institute.
(ii) Diploma in Computer Applications from a recognised University or Institute.

Note 1 : The Period of deputation (Including Short Term Contract) including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years.

Note 2 : The maximum age-limit for appointment by deputation shall be Not exceeding fifty six years' as on the closing date of receipt of applications.

Note 3 : For the purpose of appointment on deputation(Including Short Term Contract) basis, the service rendered on a regular basis by an officer prior to the 1st January, 2016, i.e., the date from which the revised Pay structure based on the Seventh Central Pay Commission recommendation has been extended, shall be deemed to be service rendered in the corresponding Level in the Pay Matrix 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 level with a common Level in the Pay Matrix, and where this benefit will extended only for the post(s) for which that Level in the Pay Matrix is the normal replacement level without any up-gradation.

2. It is requested to forward the applications of interested & eligible officers in the attached proforma through proper channel so as to reach the undersigned within six weeks from the date of publication this circular in the Employment News. While forwarding the application, it may please be ensured that the particulars of the candidates are verified. The applications must be forwarded alongwith the following documents :-

- (i) Original/attested photocopies of the APARs for the last 5 years;
- (ii) Vigilance clearance certificate.
- (iii) Integrity Certificate.
- (iv) No Major/Minor penalty certificate for last 10 years.

3. Application received without aforesaid documents or after prescribed date, shall be rejected.

Encl: Proforma of application.


[Nithal Ram]

Under Secretary to the Government of India

Tele: 2303 6884

To

1. All Miinsitries/Department of Government of India (as per standard list).
2. All Sections/Desks/ Cells/Units in the Department of Teleocm.
3. Under Secretary (T), DoT- for publishing the same in Employment News.
4. Dir (NK), DoT- for uploading to the website of DoT.
5. AD (OL), DoT- for Hindi Version
6. Notice Board/Guard File.

BIO-DATA/CURRICULUM VITAE PERFORMA

1. Name and Address (in Block Letter)	
2. Date of Birth (in Christian era)	
3. (i) Date of entry into service (ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualification/Experience required as mentioned in the advertisement/vacancy circular	Qualification/experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News. 5.2 in the case of Degree and Post Graduate Qualification Elective/main subjects and subsidiary subjects may be indicated by the candidate.	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
6.1 Note: Borrowing Department are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	

7. Details of Employment, in chronological order, enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in Detail) highlighting experience required for the post applied for

* **Important:** Pay Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate may be indicated as below;

Office/ Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state-			
a) The date initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/ organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			
9.2 Note: Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) (a) Central Government (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) Universities (f) Others			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13. 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			
14. Total emoluments per month now drawn			
Basic Pay in the PB		Grade Pay	Total Emoluments

15. In case the applicant belongs to an organization which is not following the Central Government pay-scales, the latest salary slip issued by the organization showing the following details may be enclosed.			
Basic pay with scale of pay and rate of increment	Dearness Pay/ interim relief/other allowances etc.(with break-up details)	Total Emoluments	
16. A Additional Information , if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate Sheet, if the space is insufficient)			
16 B Achievement The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research / innovative measure involving official recognition (vi) any other information (Note: Enclose a separate sheet if the space is insufficient)			
17. Whether belongs to SC/ST			

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the Candidate)

Name _____
Address _____

Date _____

Certification by the Employer/Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/ She possesses education qualifications and experience mentioned in the Vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is not vigilance or disciplinary case pending/contemplated against Shri/Smt. _____.
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 year is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)