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No. A-12025/1/2025-SA  
Government of India  
Ministry of Consumer Affairs, Food & Public Distribution  
Department of Food & Public Distribution

**DETAILED VACANCY CIRCULAR**

Applications are invited from the eligible officers for filling up the post of **Assistant Library and Information Officer**, a General Central Service, Group 'B' Gazetted, Non-Ministerial post in Level-7 of the Pay Matrix at National Sugar Institute, Kanpur – a subordinate office of the Department of Food & Public Distribution, Ministry of Consumer Affairs, Food & Public Distribution, Composite Method: Deputation (including short-term contract) or promotion. Details of the post, eligibility conditions etc. are given in the **Annexure-I**.

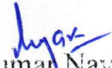
2. Applications of only such officers/ candidates will be considered as are routed through proper channel and are accompanied by:-

(i) Bio-data (as per the proforma given in **Annexure-II**) – each page of the Bio-Data and all supporting documents to be attested by an officer not below the rank of Under Secretary and certified by the Employer/ Cadre Controlling Authority.

(ii) Photocopies of APARs for the last five (5) years duly attested on each page by an officer not below the rank of Under Secretary.

3. Applications of suitable and eligible officers and who can be spared immediately in the event of selection may be sent directly to the Under Secretary (SA), Department of Food & Public Distribution, Ministry of Consumer Affairs, Food & Public Distribution, (Room No. 476), Krishi Bhawan, New Delhi – 110 001 within a period of **60 days** from the date of publication of this advertisement in the Employment News.

4. Advance copies of applications or those received after the prescribed closing date or not accompanied by required certificates/ documents are liable to be rejected. **Unemployed and private candidates are not eligible; therefore, they need not apply.**

  
(Suresh Kumar Nayak)  
Deputy Secretary to the Government of India  
Tel: 2338 0266

**Annexure-I**

1. Name of the post: Assistant Library and Information Officer.
2. Number of posts: 1 (One)
3. Classification of post: Group 'B' Gazetted, Non-Ministerial post
4. Pay Scale: Level-7 of the Pay Matrix
5. Eligibility conditions for appointment on deputation (including short term contract) basis: Officers of the Central Government or State Governments or Union territory Administrations or autonomous or Statutory Organizations or Public Sector Undertakings or recognized research institutions: -
  - (a)(i) holding analogous post on regular basis in the parent cadre or Department; or
  - (ii) with five years' service rendered after appointment to the post on a regular basis in level-6 in the pay matrix (Rs. 35,400-1,12,400) or equivalent in the parent cadre or Department; and
  - (b) possessing following educational qualifications and experience: -
    - (i) Bachelor's degree in Library Science or Library and Information Science from a recognised University or Institute;
    - (ii) Two years professional experience in Library under the Central Government or State Government or Union Territory Administrations or Autonomous body or Statutory organisation or public sector undertaking or recognized University or recognised research or institutions.
- Note 1**: Departmental Library and Information Assistant in the level-6 in the pay matrix (Rs. 35,400-1,12,400) with five years regular service in the grade and having the educational qualifications and experiences prescribed for considering appointment on deputation basis is considered alongwith outsiders. If the departmental candidate is selected for appointment to the post, the same shall be treated as having been filled by promotion.
- Note 2**: 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 organisation or department of the Central Government shall ordinarily not to exceed three years.
- Note 3**: The maximum age-limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of the receipt of applications
6. Place of Posting: The place of posting will be National Sugar Institute, Kanpur (UP), but liable to be posted anywhere in India.

7. Duties attached to the post:

1. supervision of library.
2. Purchase of books and journals.
3. classification and cataloguing.
4. Reference service.
5. Issue and return of books and journals to staff and students.
6. Correspondence works of library.
7. Any other work assigned by superior and director.



**BIO-DATA CURRICULUM VITAE PROFORMA**

1.	Name and Address (in Block Letters)		
2.	Date of Birth (in Christian era)		
3.i.	<b>Date of entry into service</b>		
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)		
<b>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</b>		<b>Qualifications/ experience possessed by the officer</b>	
<b>Essential</b>		<b>Essential</b>	
A)	<b>Qualification:-</b> (i) Bachelor's degree in Library Science or Library and Information Science from a recognised University or Institute;	A)	<b>Qualification</b>
B)	<b>Experience:-</b> (ii) Two years professional experience in Library under the Central Government or State Government or Union Territory Administrations or Autonomous body or Statutory organisation or public sector undertaking or recognized University or recognised research or institutions.	B)	<b>Experience</b>
<b>Desirable</b>		<b>Desirable</b>	
A)	<b>Qualification:-</b> NA	A)	<b>Qualification</b>
B)	<b>Experience:-</b> NA	B)	<b>Experience</b>
<p><b>5.1. Note:</b> 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.</p> <p><b>5.2.</b> In the case of Degree and Post Graduate Qualifications Elective] main subjects and subsidiary subjects may be indicated by the candidate.</p>			
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 Departments 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 Band, Band Pay 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 of 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 organisation



<p><b>9.1. Note:</b> 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.</p> <p><b>9.2. Note:</b> Information under Column 9(c) &amp; (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.</p>		
10.	If any post held-on Deputation in the past by the applicant, date of return from the last deputation and other details.	
11.	<p>Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government</p> <p>b) State Government</p> <p>c) Autonomous Organization</p> <p>d) Government Undertaking</p> <p>e) Universities</p> <p>f) Others</p>	
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 PB	Grade Pay
		<b>Total Emoluments</b>
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 Organisation 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)
		<b>Total Emoluments</b>

<b>16.A.</b>	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) <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>	
<b>16.B.</b>	Achievements:  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. <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>	
<b>17.</b>	Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis.  #(Officers under Central/ State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)	
	(The option of 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
<b>18.</b>	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 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

Address \_\_\_\_\_

Date \_\_\_\_\_

**Certification by the Employer/ Cadre Controlling Authority**

The information/ details provided in the enclosed application by Shri/ Smt. \_\_\_\_\_ are true and correct as per the facts available on records. He/ She possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/ she will be relieved immediately.

**2. Also certified that:-**

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/ Smt. \_\_\_\_\_.
- ii) His/ Her integrity is certified.
  - iii) His/ Her CR Dossier in original is 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 years is enclosed. (as the case may be)

Countersigned

\_\_\_\_\_  
(Employer/ Cadre Controlling Authority with Seal)