

No. A-12025/01/2019-Estt(G)  
Government of India  
Ministry of Commerce and Industry  
Department for Promotion of Industry and Internal Trade

Udyog Bhavan, New Delhi.  
~~Dated: the 19<sup>th</sup> February, 2019.~~

VACANCY CIRCULAR

Sub:- Filling up of the post of Principal Library and Information Officer and Director on Deputation (including short-term contract) basis in the Ministry of Commerce and Industry (Department for Promotion of Industry and Internal Trade).

Services of a suitable officer are required for the post mentioned in Annexure-I. The pay of the officer selected will be regulated in accordance with the Department of Personnel and Training's OM No.6/8/2009-Estt.(Pay II) dated 17<sup>th</sup> June, 2010 and subsequent instructions issued in this regard.

2. Applications for the post are invited in the proforma at Annexure-II from officers who are willing and who fulfill the eligibility conditions mentioned in Annexure-I. Officers who volunteer for the post will not be permitted to withdraw their names later.

3. It is requested that the application(s) (in duplicate) in the Annexure-II along with the complete and up-to-date CR/APAR dossier, Integrity Certificate, Major/Minor penalty statement during the last 10 years of the officer(s) who could be spared in the event of selection, may be sent to this Department within 60 days from the date of publication of this circular in Employment News. Applications received after the due date or without supporting certificates/ documents in support of Qualification and Experience claimed by the candidates, Confidential/Annual Performance Appraisal Reports, Integrity Certificate, Major/Minor penalty statement or otherwise found incomplete will not be considered. While forwarding the application(s) it may be verified and certified that the particulars furnished by the officer(s) in his/their application(s) is/are correct and that no disciplinary case is pending or contemplated against the officer(s).



(SHAMBHU DATT SATI)  
Under Secretary to the Govt. of India

To

1. All Ministries/Departments of the Govt. of India/ Public Sector Undertaking/ Recognised Research Institutions and Universities/ Semi-Government / Autonomous or Statutory Organisations (through website of DoP&T)- **with a request to give wide publicity within the Department and all organisations/institutions under their administrative control.**
2. Chief/Principal Secretaries of all State Governments/union Territories; with a request to give wide publicity to this Vacancy Circular.
3. The DAVP, Ministry of Information and Broadcasting, Soochna Bhavan, CGO Complex, Lodhi Road, New Delhi-110 003- **with the request to get the post advertised in the 'Employment News'. It is requested that the advertisement may kindly be published immediately in the Employment News and the Final Bill be sent to this Department, payment for which will be made immediately.**
4. General Manager, Employment News, East Block IV, Sector-13, R.K. Puram, New Delhi-110066.
5. All Sections in the Department for Promotion of Industry and Internal Trade.
6. All attached/subordinate/cadre participating offices of the Department for Promotion of Industry and Internal Trade.
7. Department of Public Enterprises, CGO Complex, Lodhi Road, New Delhi- **with the request to circulate the vacancy among PSUs.**
8. The Director(CS.I), DoP&T,- **with a request to upload the vacancy circular on the official website of DoP&T.**
9. NIC, DPIIT, Udyog Bhawan- **with a request that the vacancy circular may be uploaded on the Department's website.**
10. The Secretary, UPSC, Dhoolpur House, Shahjahan Road, New Delhi.

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**ANNEXURE-I**

1. Name of the post : Principal Library and Information Officer and Director.
2. Classification : General Central Service, Group 'A' Gazetted, Non-Ministerial
3. Pay Band and Grade Pay/Pay Scale : Level 13 in the pay matrix (Rs. 123100-215900/-).
4. Number of posts : One \*  
(\* Subject to variation dependent on requirement)
5. Eligibility Conditions : Deputation (including short-term contract).

“Officers under the Central Government or State Governments or Union Territories or Public Sector Undertakings or Universities or recognised research institutions or semi-Government or autonomous or statutory organisation:-

(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-12 (Rs. 78800-209200/-) in the Pay Matrix or equivalent in the parent cadre or department; OR

(iii) with ten years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-11 (Rs. 67700-208700/-) in the Pay Matrix or equivalent in the parent cadre or department ; and

(B) possessing the following educational qualifications and experience:

**Essential:**

(i) Master's Degree in Library Science or Information Science or Documentation Science of a recognised University;

(ii) Master's Degree in Economics or Commerce or Statistics of a recognised University; and

(iii) twelve years' experience (including administrative experience) of working in a public or institutional library including experience in computerisation of the library.

**Desirable:**

Doctoral degree in Library Science or Information Science or Documentation Science of a recognised University.

Note 1.— Qualifications are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing, in case of candidates otherwise well qualified.

Note 2.— 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 five years. The maximum age limit for appointment by deputation (including short-term contract) shall not be exceeding fifty six years as on the closing date of the receipt of applications.

BIO-DATA/ CURRICULUM VITAE PERFORMA

1. Name and Address (in Block Letters)			
2. Date of Birth (in Christian era)			
3. i) Date of entry into Service.			
ii) Date of retirement under Central/State Govt. 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. Qualification		A. Qualification	
B. Qualification		B. Qualification	
C. Experience		C. Experience	
<b>Desirable:-</b>		<b>Desirable:-</b>	
Qualification		Qualification	
<b>5.1 Note:-</b> 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 the entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.			
<b>6.1 Note:</b> 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.			

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

Office/ Institute	Post held on regular basis	From	To	* level in the Pay Matrix of the post held on regular basis.	Nature of Duties (in detail) (in highlighting experience required for the post applied for.

\* **Important:** financial upgradations granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Level in the pay matrix of the post held on regular basis to be mentioned. Details of ACP/MACP with present Level in the pay matrix where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institute	Level in the Pay Matrix 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/organisation 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 Officers already on deputation, the application 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/organisation but still maintaining a lien in his parent cadre/organisation.</p>			

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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 Organisation		
d) Government Undertaking		
e) Universities		
f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade of feeder to the feeder grade.		
13. Are you in the Revised Scale of pay (7 <sup>th</sup> CPC)? 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		
Level in the Pay Matirx (7 <sup>th</sup> CPC)	Index Number in the level	Basic Pay
15. In case the applicant belongs to an Organisation 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 the 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 qualification (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.)		

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<p><b>16.B Achievements:</b> The candidates are required to indicate information with regard to;</p> <ul style="list-style-type: none"><li>(i) Research publications and reports and special projects ,</li><li>(ii) Awards/Scholarships/ Official Appreciation,</li><li>(iii) Affiliation with the professional bodies/institutions/societies and;</li><li>(iv) Patents registered in own name or achieved for the organisation,</li><li>(v) any research/innovative measure involving official recognition</li><li>(vi) any other information.</li></ul> <p><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>	
<p><b>17.</b> Please state whether you are applying for Deputation/ Deputation(ISTC) (Candidates of the non-Government Organisations are eligible only for Short Term Contract).</p>	
<p><b>18.</b> Whether belongs to SC/ST</p>	

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)

Address \_\_\_\_\_

\_\_\_\_\_

Mobile/Contact No. \_\_\_\_\_

E-mail ID. \_\_\_\_\_

Date:

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**Certificate 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 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 year **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)

Applications/CV not accompanied by supporting certificates/ documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.

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