

VACANCY CIRCULAR
No.A-12011/5/2018-ADM
Government of India,
Department of Personnel & Training,
LAL BAHADUR SHASTRI NATIONAL ACADEMY OF ADMINISTRATION,
MUSSOORIE

Date: 20th July, 2021
तिथि: 29 आषाढ़ शक 1943

To,

The all Central Ministries/ Departments/ Chief Secretaries of State Governments/ Government Libraries/ Administrative and Central Training Institutes/ University Grants Commission

Sub: **Filling up the posts of Principal Library and Information Officer (PLIO) and Library and Information Officer (LIO) in Lal Bahadur Shastri National Academy of Administration, Mussoorie on deputation (including short term contract) basis.**

Madam/Sir,

I am directed to say that it is proposed to fill up the posts of Principal Library and Information Officer (PLIO) and Library and Information Officer (LIO) at the Lal Bahadur Shastri National Academy of Administration, Mussoorie on **Deputation (including short term contract) basis**. Pay, eligibility and experience requirements, period of deputation and duties etc. for the posts are as indicated below:

A)	Name of the Post	: Principal Library and Information Officer
	Pay in Pay Matrix	: Level 13 (Rs. 123100-215900 in the pay matrix)
	Method of recruitment	: Deputation (including short-term contract) plus Promotion
	Classification of the post	: General Central Service, Group 'A', Gazetted, Non-Ministerial
	No. of Posts	: One (01)

Eligibility:

Officers of the Central Government or State Governments or Union territories or Public Sector Undertakings or Universities or Recognised Research Institutions or Autonomous or Semi-Government or Statutory Organisations:-

- a) (i) Holding analogous posts on regular basis in the parent cadre/Department; or
- (ii) With five years regular service in posts in level 12 (Rs. 78800-209200) in the pay matrix or equivalent; or
- (iii) With ten years regular service in posts in level 11 (Rs. 67700-208700) in the pay matrix or equivalent; and
- (b) Possessing the following educational qualifications and experience:

Essential qualifications :

- (i) Master's Degree in Library Science or Library and Information Science from a recognised University or Institute;

- (ii) Twelve years' professional experience in a Library under Central Government or State Governments or Autonomous or Statutory organisation or Public Sector Undertaking or University or Recognised Research Institute or Educational Institution.

Desirable qualifications :

- (i) Five years experience of computerising Library activities in a Library under Central Government or State Government or Autonomous or Statutory organisation or Public Sector Undertaking or University or Recognised Research Institute or Educational Institution;
- (ii) Diploma in Computer Application from recognized University or Institute.

Duties and responsibilities of the post include:

Managing the affairs of the Library including overall supervision. Organising Library Review & Development Committee meetings for the constant development of Library material and services. Coordinating the activities of the Library. Providing best services to the users of Library by using latest techniques of Information Technology. Procurement of books of technical and administrative support. Guiding and helping staff for secretarial assistant. Any other work assigned by Competent Authority from time to time.

Age Limit:

The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding fifty-six (56) years as on the closing date of receipt of applications for the above mentioned post.

Period:

The period of deputation (including short term contract) including the 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 exceed five years.

B)	Name of the Post	: Library and Information Officer
	Pay in Pay Matrix	: Level 11 (Rs.67700-208700 in the pay matrix)
	Method of recruitment	: Deputation (including short-term contract) Basis
	Classification of the post	: General Central Service, Group 'A', Gazetted, Non-Ministerial
	No. of Posts	: One (01)

Eligibility:

Officers of the Central Government or State Governments or Union territories or Universities or Recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations:-

- a) (i) Holding analogous posts on regular basis in the parent cadre/Department; or
- (ii) With five years' service in the grade rendered after appointment thereto on regular basis in level 10 (Rs. 56100-177500) in the pay matrix; or

- (iii) With six years' service in the grade rendered after appointment thereto on regular basis in level 8 (Rs. 47600-151100) in the pay matrix; or
- (iv) With seven years' service in the grade rendered after appointment thereto on regular basis in level 7 (Rs. 44900-142400) in the pay matrix; and
- (b) Possessing the following educational qualifications and experience:

Essential qualifications :

- (i) Master's Degree in Library Science or Library and Information Science from a recognised University or Institute;
- (ii) five years' experience in a Library of standing , for example National Library or Library of a University or Government College or Institution of National Importance, for example National Archives, State Archives, Sahitya Academy or Administrative Training Institutes (ATI) or Central Training Institutes (CTI).

Desirable qualifications :

- (i) One year experience of computerising library activities in a library under the Central Government or State Government or Autonomous or Statutory organisation or Public Sector Undertaking or University or Recognised Research or Educational Institution;
- (ii) One year professional experience of documentation work in a responsible capacity;
- (iii) Diploma in Computer Application from recognized University or Institute.

Duties and responsibilities of the post include:

- (1) Assist the Incharge Library/PLIO in accordance with the policies set by Library Review and Development Committee.
- (2) Plan and evaluate levels of service and make recommendation to Incharge Library/PLIO.
- (3) Under the guidance of Incharge Library/PLIO establish work priorities and delegate appropriately.
- (4) Understand and work within the financial structure of the Library System by providing budget input and monitoring relevant budget line items etc.
- (5) Confer periodically with library users to determine the extent to which existing library services meet their needs. Develop users' awareness of library materials and services reviews the use of materials to plan for the future acquisition and gives input on budgetary needs.
- (6) Prepare reports, collect and monitors statistics.
- (7) Assist the library staff.
- (8) Any other work assigned by the Competent Authority from time to time.

Age Limit:

The maximum age limit for appointment on deputation (including short-term contract) shall be not exceeding (fifty-six) 56 years as on the closing date of receipt of applications for the above mentioned post.

Period:

The period of deputation (including short term contract) including the 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 exceed four years.

Willing and eligible candidates who would be spared in the event of their selection may submit their applications in triplicate in the prescribed proforma along with documents (Cadre clearance, Integrity certificate, vigilance clearance, Major/Minor penalty imposed during the last ten years and upto-date ACR dossiers (or photocopies of ACRs for the last 5 years duly attested on each page by Group "A" Gazetted Officer)) addressed to **The Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie – 248 179** within 60 days from the date of publication of the advertisement in Employment News/Rozgar Samachar. Application received after the last date or without the documents noted above or otherwise found incomplete will not be considered.

Note: The details of the vacancy along with prescribed form are available on the LBSNAA Website <http://lbsnaa.gov.in>

Monika Dhami
Deputy Director (Sr.)

..... के पद के लिए बायोडाटा/कार्य अनुभव प्रोफार्मा

1. नाम तथा पता, ईमेल और टेलीफोन नंबर सहित (बड़े अक्षरों में)	
2. जन्म तिथि (ईस्वी सन् में)	
3. I) सेवा में प्रवेश की तिथि	
II) केन्द्र/राज्य सरकार के नियमों के तहत सेवानिवृत्ति की तिथि	
4. शैक्षणिक योग्यताएं	
5. क्या पद के लिए अपेक्षित शैक्षणिक तथा अन्य योग्यताएं संतोषजनक हैं। (यदि किसी योग्यता को नियमों में निर्धारित किसी योग्यता के बराबर माना गया है, तो उसके प्रमाण का उल्लेख करें)।	
विज्ञापन/रिक्ति परिपत्र में यथा-उल्लिखित अपेक्षित अर्हताएं/अनुभव	अधिकारी द्वारा प्राप्त अर्हताएं/अनुभव
अनिवार्य	अनिवार्य
क) योग्यता	क) योग्यता
ख) अनुभव	ख) अनुभव
वांछनीय	वांछनीय
योग्यता	A) योग्यता
क) अनुभव	ख) अनुभव
<p>5.1 नोट : इस कॉलम को विस्तारित किए जाने की आवश्यकता है ताकि परिपत्र जारी करते समय तथा रोजगार समाचार में विज्ञापन देते समय प्रशासनिक मंत्रालय/विभाग/कार्यालय द्वारा भर्ती नियमों में यथा उल्लिखित अनिवार्य तथा वांछनीय योग्यता को दर्शाया जा सके।</p> <p>5.2 डिग्री तथा स्नातकोत्तर योग्यताओं के मामले में अभ्यर्थी द्वारा वैकल्पिक/मुख्य तथा सहायक विषयों को दर्शाया जाए।</p>	
6. कृपया स्पष्ट रूप से उल्लेख करें कि क्या आप द्वारा ऊपर दी गई प्रविष्टियों के प्रकाश में आप अपेक्षित आवश्यक योग्यताओं तथा पद के कार्य अनुभव को पूरा करते हैं।	
<p>6.1 नोट: बोरोविंग विभाग को आवेदित पद के संदर्भ में अभ्यर्थी द्वारा प्राप्त प्रासंगिक आवश्यक योग्यता/कार्य अनुभव (बायोडाटा में यथा-उल्लिखित) की पुष्टि करते हुए उनकी विशिष्ट टिप्पणियां/विचार उपलब्ध कराने होंगे।</p>	

7. क्रमानुसार रोजगार का ब्यौरा। यदि नीचे दिया गया स्थान अप्राप्त है तो अपने हस्ताक्षर से यथा विधि प्रामाणिक पृथक पृष्ठ संलग्न करें।

कार्यालय/संस्थान	नियमित आधार पर धारित पद	से	तक	*नियमित आधार पर धारित पद का पे-बैंड और पे ग्रेड/पे लेवल	आवेदित पद के लिए अपेक्षित अनुभवों पर प्रकाश डालते हुए कर्तव्यों (विस्तार से) का स्वरूप

***महत्वपूर्ण :** ACP/MACP के तहत दिया गया पे बैंड और ग्रेड पे/पे लेवल अधिकारी का अपना व्यक्तिगत मामला है इसलिए इसका उल्लेख नहीं किया जाना चाहिए। केवल नियमित आधार पर धारित पद के पे बैंड और ग्रेड पे/पे लेवल का उल्लेख किया जाना चाहिए। वर्तमान पे बैंड और ग्रेड पे सहित ACP/MACP का ब्यौरा जहां इस प्रकार के लाभ अभ्यर्थी द्वारा आहरित किया गया है, नीचे दर्शाया जाए ;

कार्यालय/संस्थान	ACP/MACP स्कीम के तहत आहरित पे, पे बैंड और ग्रेड पे	से	तक

8. वर्तमान रोजगार का स्वरूप अर्थात् तदर्थ या अस्थायी या अर्द्ध-स्थायी अथवा स्थायी			
9. यदि वर्तमान पद प्रतिनियुक्ति/संविदा आधार पर धारित है, तो कृपया उल्लेख करें -			
क) प्रारंभिक नियुक्ति की तिथि	ख) प्रतिनियुक्ति/संविदा पर नियुक्ति के अवधि	ग) मूल कार्यालय/संगठन का नाम जिससे आवेदक संबंधित है	घ) मूल संगठन में मूल क्षमता में धारित पद का नाम तथा वेतन
<p>9.1 नोट : यदि अधिकारी पहले से प्रतिनियुक्ति पर है, तो इस प्रकार के अधिकारियों के आवेदन मूल संवर्ग/विभाग द्वारा संवर्ग स्वीकृति, सतर्कता स्वीकृति तथा सत्यनिष्ठा प्रमाणपत्र के साथ अग्रेषित किया जाना चाहिए।</p> <p>9.2 नोट : उपरोक्त कॉलम 9 (ग) तथा (घ) के अंतर्गत जानकारीयां उन सभी मामलों में दी जानी चाहिए जहां व्यक्ति संवर्ग/संगठन से बाहर प्रतिनियुक्ति के पद पर है किन्तु अभी भी मूल संवर्ग/संगठन में लियन पर है।</p>			
10. यदि आवेदक द्वारा विगत में प्रतिनियुक्ति पर कोई पद धारित किया हो, तो पिछली प्रतिनियुक्ति से वापस आने की तिथि तथा अन्य विवरण दें।			

11. वर्तमान रोजगार के बारे में अतिरिक्त ब्यौरा कृपया कार्यरत संगठनों का उल्लेख करें (संगत कॉलम के सामने अपने नियोक्ता का नाम बताएं) क) केंद्र सरकार ख) राज्य सरकार ग) स्वायत्तशासी संगठन घ) सरकारी उपक्रम ड.) विश्वविद्यालय च) अन्य		
12. कृपया बताएं कि क्या आप उसी विभाग में कार्यरत हैं तथा फीडर ग्रेड में हैं या फीडर से फीडर ग्रेड में हैं		
13. क्या आप संशोधित वेतनमान में हैं ? यदि हां, तो उस तिथि का उल्लेख करें जब संशोधन हुआ और संशोधन पूर्व वेतनमान का भी उल्लेख करें।		
14. प्रतिमाह अब आहरित कुल परिलब्धियां		
पे बैंड/पे लेवल में मूल वेतन	ग्रेड पे	कुल परिलब्धियां
15. यदि आवेदक ऐसे संगठन से संबंधित है जहां केन्द्र सरकार का वेतनमान लागू नहीं है तो निम्नलिखित विवरणों को दर्शाते हुए संगठन द्वारा जारी वर्तमान स्लीप संलग्न किए जाएं।		
वेतनमान सहित मूल वेतन तथा वेतन वृद्धि दर	महंगाई वेतन/अंतरिम राहत/अन्य भत्ते आदि, (ब्यौरेवार)	कुल परिलब्धियां
16. क. अतिरिक्त सूचना, पद के लिए अपनी उपयुक्तता के समर्थन में आप द्वारा आवेदित पद की संगत जानकारी, यदि कोई हो। (अन्य चीजों के साथ-साथ (1) अतिरिक्त शैक्षणिक योग्यताएं (2) व्यावसायिक प्रशिक्षण तथा (3) रिक्ति परिपत्र/विज्ञापन में निर्धारित उपरोक्त कार्य अनुभव के संबंध में सूचना दी जाए। (नोट : स्थान अपर्याप्त होने पर पृथक पृष्ठ संलग्न करें)		
16. ख. उपलब्धियां : अभ्यर्थियों से अनुरोध किया जाता है कि वे निम्न के संबंध में सूचना दें; (1) शोध प्रकाशन और रिपोर्ट्स तथा विशेष परियोजनाएं (2) पुरस्कार/अध्येतावृत्ति/शासकीय प्रशंसा (3) व्यावसायिक निकायों/संस्थानों/सोसाइटियों के साथ संबद्धता और; (4) अपने नाम से या संगठन के लिए प्राप्त पंजीकृत पेटेंट्स (5) सरकारी मान्यता से संबंधित कोई शोध/नवाचार कार्यवाही (6) कोई अन्य सूचना . (नोट : स्थान अपर्याप्त होने पर पृथक पृष्ठ संलग्न करें)		

17. कृपया यह उल्लेख करें कि क्या आप प्रतिनियुक्ति के लिए आवेदन कर रहे हैं। (आईएसटीसी/आमेसन/पुनः नियुक्ति आधार पर # (केंद्र/राज्य सरकार के अधीन अधिकारी ही "आमेसन" के लिए पात्र हैं। गैर सरकारी संगठन के अभ्यर्थी केवल अल्पकालिक संविदा के लिए पात्र हैं)	
# ("STC"/ "आमेसन"/ "पुनःनियुक्ति" का विकल्प तभी उपलब्ध है यदि रिक्ति परिपत्र में विशेष रूप से "STC" या "आमेसन" अथवा "पुनःनियुक्ति" द्वारा भर्ती का उल्लेख किया गया हो)	
18. क्या आप अनुसूचित जाति/अनुसूचित जनजाति से संबंधित हैं	

मैंने रिक्ति परिपत्र/विज्ञापन को सावधानीपूर्वक पढ़ लिया है और मैं अच्छी तरह जानता हूँ कि मेरे द्वारा प्रस्तुत आवश्यक योग्यता/कार्य अनुभव के संबंध में दस्तावेजों द्वारा यथा विधि समर्थित बायोडाटा में दी गई जानकारी का पद के लिए चयन के समय चयन समिति द्वारा मूल्यांकन भी किया जाएगा। मेरे द्वारा दी गई जानकारी/विवरण मेरे जानकारी में सही और सत्य है तथा मेरे चयन पर असरकारी कोई भी महत्वपूर्ण तथ्य छिपाया/रोका नहीं गया है।

(अभ्यर्थी का हस्ताक्षर)

पता.....

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दिनांक

नियोक्ता/संवर्ग नियंत्रक प्राधिकारी द्वारा प्रमाणपत्र

आवेदक द्वारा उपरोक्त आवेदन में दी गई जानकारी/विवरण अभिलेखों पर उपलब्ध तथ्यों के अनुसार सत्य और ठीक हैं। उसे तत्काल कार्यमुक्त कर दिया जाएगा।

2. यह भी प्रमाणित किया जाता है कि;

- 1) श्री/श्रीमतीके विरुद्ध कोई भी सतर्कता या अनुशासनिक मामले लंबित/अपेक्षित नहीं है।
- 2) उसका/उसकी गोपनीय रिपोर्ट सत्यनिष्ठा प्रमाणित है।
- 3) उसका/उसकी सी.आर. डोजियर/भारत सरकार के अवर सचिव या उससे ऊपर के रैंक के अधिकारी द्वारा यथा विधि साक्षात्कृत पिछले 5 वर्षों की ए.सी.आर. की प्रतिलिपियां संलग्न है।
- 4) पिछले 10 वर्षों के दौरान उस पर कोई बड़ी/छोटी शास्ति नहीं लगाई गई है या पिछले 10 वर्षों के दौरान उस पर लगाई गई बड़ी/छोटी शास्तियों की सूची संलग्न है। (मामले की यथा स्थिति)

प्रतिहस्ताक्षरित

.....
(नियोक्ता/संवर्ग नियंत्रक प्राधिकारी की मुहर सहित)

BIO-DATA/CURRICULUM VITAE PROFORMA

FOR THE POST OF

1. Name and Address with email & telephone (in Block Letters)	
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)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ 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 Qualification 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 Qualifications 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 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 Level 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/pay level granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay level 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 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 organization
9.1 Note: In case of 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. 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/pay level		Grade Pay		Total Emoluments	
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest 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 past you applied for in support of your suitability for the post. (This among other things may provide information with regard to (1) additional academic qualifications (2) Professional training and (3) work experience over and above prescribed in the Vacancy Circular/Advertisement (Note: Enclose a separate sheet, if the space is insufficient)					
16. B Achievements: The candidates are requested to indicate information with regard to; (1) Research publications and reports and special projects (2) Awards/Scholarships/Official Appreciation (3) Affiliation with the professional bodies/institutions/societies and; (4) Patents registered in own name or achieved for the organization (5) Any research/innovative measure involving official recognition (6) Any other information. (Note: Enclose a separate sheet if the space is insufficient)					

17. 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").	
18. 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)

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 will be relieved immediately.

2. Also certified that;

- 1) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.....
- 2) His/Her CR integrity is certified.
- 3) His Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 year duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- 4) 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)