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भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

सं.E16/73/2022-प्रशासन/E.Office.143839

दिनांक:28/09/2026

सेवा में,

निदेशक/प्रभारी निदेशक
परिषद के सभी संस्थान/केन्द्र

महोदय/महोदया,

विभिन्न मंत्रालयों/विभागों से प्राप्त निम्नलिखित पत्र, सूचना एवं आवश्यक कार्यवाही के लिए संलग्न है।

क्र. सं.	संदर्भ संख्या एवं दिनांक	मंत्रालय का नाम	विषय
1.	सं. 2(2)/2023-P.II (Vol-II) दिनांक: 03.09.2026	भारत सरकार, इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रालय, इलेक्ट्रॉनिक्स निकेतन	इलेक्ट्रॉनिक्स और सूचना प्रौद्योगिकी मंत्रालय (MeitY) में 03 सेवानिवृत्त सरकारी सेवकों को अल्पकालिक संविदा के आधार पर सलाहकार के रूप में नियुक्त किए जाने के संबंध में।
2.	सं.A-12011/1/2022-Ad.I-MCA दिनांक: 22.09.2026	भारत सरकार, कारपोरेट कार्य मंत्रालय, नई दिल्ली	कारपोरेट कार्य मंत्रालय में सहायक पुस्तकालय एवं सूचना अधिकारी (सामान्य केंद्रीय सेवा, समूह 'ख', राजपत्रित, अ-मंत्रालयिक) के एक पद को सीसीएस (आरपी) नियम, 2016 के लेवल-7 में समय पद्धति [प्रतिनियुक्ति (अल्पकालिक संविदा सहित) अथवा पदोन्नति] के माध्यम से भरे जाने के संबंध में।

यह पत्र सक्षम प्राधिकारी के आदेशानुसार जारी किया जा रहा है।

Digitally signed by भवदीय,

Jaibir Singh

Date: 29-09-2026

16:35:38

(जयबीर सिंह)

सहायक महानिदेशक (प्रशासन)

प्रतिलिपि:

1. महानिदेशक/अपर महानिदेशक/वरि.उपमहानिदेशक (प्रशा.)/वरि.वित्त सलाहकार के निजी सचिव
2. परिषद के सभी प्रभाग प्रमुख
3. उपमहानिदेशक (प्रशा.)/सहा. महानिदेशक (प्रशा.)/सहा. महानिदेशक(वित्त)
4. डॉ. मनजीत सिंह चाल्गा, वैज्ञानिक-डी. को आईसीएमआर वेबसाइट पर अपलोड करने के अनुरोध के लिए।

For Circulation
Pl.

21/9

(3)

Sh. V. S. J. S.

DG. ICMR OFFICE

Diary No: 1398934

Dated: 18/09/2026

No. 2(2)/2023-P.II (Vol-II)
Government of India
Ministry of Electronics & Information Technology
Electronics Niketan,
6, CGO, Complex, Lodhi Road

New Delhi-110003
Dated: 03.09.2026

CIRCULAR

Subject: **Engagement of 03 retired Government servants as Consultants in MeitY on short-term contract basis- reg.**

Ministry of Electronics and Information Technology invite applications from retired Govt. servants who have retired from the post of Under Secretary, Section Officer, Assistant Section Officer or equivalent for engagement as Consultants in MeitY.

2. The details including eligibility criteria, Terms & Conditions etc., are enclosed as Annexure-I. The Ministry reserves the right to accept or reject in part or full or all the responses without assigning any reasons whatsoever.

3. The last date for receipt of applications, in the prescribed format is **02.10.2026 (upto 5.00 PM)**. Applications received after due date/time and without supporting documents i.e. Copy of PPO, Last Pay Certificate will not be considered.

4. Application, as per Annexure-II, may be sent to the Deputy Secretary (Pers.), Ministry of Electronics and Information Technology, Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi - 110003.

Encl: As above

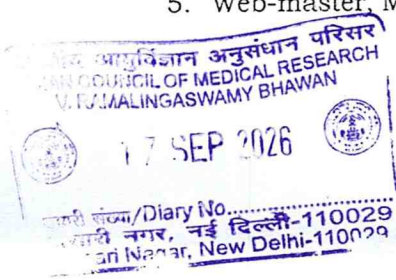
(P.Victor Albuquerque)
Deputy Secretary(Pers.)

To:

1. All Ministries/Departments of the Government of India
2. Department of Personnel & Training for displaying on their website.
3. NIC/STQC Dte.
4. Intra-MeitY, Notice Board, MeitY
5. Web-master, MeitY.

JS(RW) / S. V. S. J. S.

RB



1398934

1398934

AD(MSR)

1398934
24/9/26

Terms and Conditions for Engagement of Consultants

1. Eligibility:

1.1 Retired Govt. Servants who have retired from the post of Section Officer, Assistant Section Officer or equivalent, are eligible for engagement to the position of Consultant.

2. Experience:

2.1 Should have good communication and interpersonal skills, fair knowledge of computer applications such as MS Word, MS Excel and Power Point etc.

2.2 **Establishment & Administration:** General administration, procurement matters, TA/LTC claims, foreign tour bills, and coordination with subordinate/attached offices.

2.3 **Legal & Parliamentary Affairs:** Handling court cases, legal matters, and Parliament questions.

2.4 **Financial & Accounts Management:** Salary preparation, GPF ledgers, income tax processing (including Form 16 and arrear updates), audit processes, examination of financial proposals, and grant-in-aid administration.

2.5 **Information Access:** Handling RTI (Right to Information) matters.

2.6 **Secretarial Support:** Assisting senior officers and divisions/sections to ensure the systematic and smooth execution of assigned tasks.

2.7 **Preferred Qualifications:** Working knowledge of financial matters related to specialized initiatives such as **Semicon, PLI, and IndiaAI** is preferred.

3. Period of Engagement:

3.1 The engagement of Consultants will be purely on short term contract basis. The initial engagement as Consultant would be for a period of one year, which may be extended depending upon the requirement of MeitY and performance review, but shall not be extended beyond 5 years after superannuation.

3.2 The engagement of Consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of consultancy with MeitY.

4. Age Limit:

4.1 Not more than 63 years of age on the date of receipt of application.

5. Remuneration:

5.1 A fixed monthly amount shall be paid as per the Government norms, arriving at by deducting the basic pension (gross) from the basic pay drawn at the time of retirement.

5.2 No increment and Dearness Allowance shall be allowed during the term of the contract.

6. Selection Procedure

6.1 Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Consultants will be selected by a duly constituted Committee.

7. Working facilities to be provided:

7.1 Only the basic facilities/infrastructure will be provided to the Consultants. No Transport or Telephone/Internet facility at residence, clerical support, etc. shall be provided.

8. Other entitlements of Consultants:

8.1 **Leave:** Paid leave of absence will be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year shall not be allowed.

8.2 **TA/DA:** No TA/DA is admissible for joining the assignment or on its completion. The Consultant will not be allowed any foreign travel at Government expenses. However, he/she shall be allowed TA/DA for travel inside the country in connection with official work as assigned to him/her by the Competent Authority.

8.3 **Accommodation/HRA:** No accommodation or HRA will be provided by the Ministry.

8.4 **Transport Allowance:** A fixed amount shall be paid as Transport Allowance for the purpose of commuting between the residence and the place of work. This shall not exceed the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of engagement. No Dearness Allowance shall be admissible on the Transport Allowance.

9. Office time and working hours:

9.1 The Consultants shall have to work as per the working hours of the Ministry of Electronics and IT. However, depending on the exigency of work, one may be required to come early or sit late to complete the time bound work or attend office on holidays. No extra remuneration or fee would be payable if work requires late sitting or coming on holidays.

9.2 The Consultants will be required to mark his attendance in Bio-metric System.

10. Tax deduction at Source:

10.1 The Income Tax or any other tax liable to be deducted, as per the prevailing rules, will be deducted at source before effecting the payment of remuneration.

11. Confidentiality of data and documents:

11.1 The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Consultant shall be bound to hand over the entire set of records of assignments to the office before the expiry of the contract and before the final payment is released by the office.

12. Conflict of Interest:

12.1 The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office. No Consultant would be permitted to take up any other assignment during the period of Consultancy.

13. Termination of service

13.1 Ministry of Electronics and IT (MeitY) may terminate the services of the Consultants, if:

- i. The Consultant is unable to accomplish the assigned works.
- ii. Quality of the accomplished work is not to the satisfaction of MeitY.
- iii. The Consultant fails in timely achievement of the milestones as decided by MeitY.
- iv. The Consultant is found lacking in honesty and integrity.
- v. The requirement of Consultant for the work assigned ceased to exist.
- vi. The undertaking given by the candidate is found false.
- vii. The Consultant completes 05 years of retirement.

13.2 The Services can be terminated by giving fifteen days' notice in writing from either side. The termination will be without prejudice to either party's rights accrued before termination.

14. Accident, Injury, etc., during the period of engagement:

14.1 Ministry of Electronics and Information Technology shall not be responsible for any loss, accident, damage, injury suffered by the Consultant whatsoever arising in or out of the execution of his work, including travel.

15. Rights of Ministry of Electronics and IT:

15.1 Ministry of Electronics and IT reserves the right to cancel and not to proceed in the matter for engagement of Consultants at any stage without giving any reason, whatsoever.

Application for engagement of Consultant in
Ministry of Electronics and Information Technology,
New Delhi

Annexure-II

To,

Deputy Secretary(Pers.)
Ministry of Electronics & IT
New Delhi-110003

Recent passport
size photograph

Sir,

Please accept my application for engagement as Consultant in Ministry of Electronics and Information Technology, in pursuance of OM No. 2(2)/2023-P.II(Vol.II) dated 03.09.2026. My details are given below:

Sr. No.	Particulars	To be filled by the Applicant
1.	Full Name (in Block Letters)	
2.	Father's/Husband's Name	
3.	Date of Birth	
4.	Age as on date	
5.	Whether SC/ST/OBC	
6.	Whether Physically Handicapped? (Yes/No)	
7.	Address for communication	
8.	Phone No.	
9.	Email ID	
10.	Date of Retirement and the post from which retired (enclosed copy of retirement order)	
11.	Name of the Ministry/Department from which retired	
12.	Last Pay Drawn (Please enclose copy)	
13.	Education/Technical Qualification (Please enclose copy of certificate/mark sheet)	
14.	P.P.O. No. (Please enclose copy)	
15.	Details of Computer Knowledge	
16.	Have you worked as Consultant or presently working as consultant? If yes, details of office remuneration etc.	

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete OR ineligibility being detected at any time before OR after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Ministry of Electronics and Information Technology. I have read this circular and ready to accept all the terms and conditions for engagement of Consultants.

Signature: _____

Place:

Date:

admnhq < admnhq@icmr.gov.in >

Fwd: Re: [Secy-goi] Filling up one post of Assistant Library and Information Officer (General Central Service, Group 'B, Gazetted, Non-Ministerial) in the Level 7 of CCS (RP) Rules 2016 in the Ministry of Corporate Affairs through by composite method [deputation (including short-term contract) or promotion] - regarding.

M. S. Rawat < rawatms.hq@icmr.gov.in >

Fri, 25 Sep 2026 12:36:28 PM +0530

To "Administration ICMR"<admnhq@icmr.gov.in>

===== Forwarded message =====

From: Jagdish Rajesh <rajeshj.hq@icmr.gov.in>

To: "Ujjawal ."<ujjawal1997.hq@icmr.gov.in>, "M. S. Rawat"<rawatms.hq@icmr.gov.in>

Cc: "RICHA KHODA"<richa.khoda@gov.in>, "Vivek Kumar Daksh"<srddga.hq@icmr.gov.in>, "Office DHR"<secy-dhr@gov.in>, "DG ICMR"<secy-dg@icmr.gov.in>

Date: Wed, 23 Sep 2026 15:36:08 +0530

Subject: Re: [Secy-goi] Filling up one post of Assistant Library and Information Officer (General Central Service, Group 'B, Gazetted, Non-Ministerial) in the Level 7 of CCS (RP) Rules 2016 in the Ministry of Corporate Affairs through by composite method [deputation (including short-term contract) or promotion] - regarding.

===== Forwarded message =====

Dear Ujjawal,

For necessary action please.

सादर/ Regards

जगदीश राजेश/ JAGDISH RAJESH

उपमहानिदेशक (प्रशासन)/ Deputy Director General (Admin)

भारतीय आयुर्विज्ञान अनुसंधान परिषद/ Indian Council of Medical Research

अंसारी नगर, नई दिल्ली/ Ansari Nagar, New Delhi.

From: DG ICMR <secy-dg@icmr.gov.in>

To: "RICHA KHODA"<richa.khoda@gov.in>, "Vivek Kumar Daksh"<srddga.hq@icmr.gov.in>

Cc: "Jagdish Rajesh"<rajeshj.hq@icmr.gov.in>, "Office DHR"<secy-dhr@gov.in>

Date: Wed, 23 Sep 2026 15:32:03 +0530

Subject: [Secy-goi] Filling up one post of Assistant Library and Information Officer (General Central Service, Group 'B, Gazetted, Non-Ministerial) in the Level 7 of CCS (RP) Rules 2016 in the Ministry of Corporate Affairs through by composite method [deputation (including short-term contract) or promotion] - regarding.

===== Forwarded message =====

From: Rahul Raj <css.rahulraj@gov.in>

To: "secy-goi"<secy-goi@ismgr.nic.in>, "cs"<cs@ap.gov.in>, "cs-arunachal"<cs-arunachal@nic.in>, "cs-assam"<cs-assam@nic.in>, "cs-bihar"<cs-bihar@nic.in>, "csofficecg"<csoffice.cg@gov.in>, "cs-goa"<cs-goa@nic.in>, "chiefsecretary"

<chiefsecretary@gujarat.gov.in>, "cs"<cs@hry.nic.in>, "cs-hp"<cs-hp@nic.in>, "cs-jharkhand"<cs-jharkhand@nic.in>, "cs"<cs@karnataka.gov.in>, "chiefsecy"

<chiefsecy@kerala.gov.in>, "cs"<cs@mp.nic.in>, "cs"<cs@maharashtra.gov.in>, "cs-manipur"<cs-manipur@nic.in>, "cso-meg"<cso-meg@nic.in>, "cs-mizoram"<cs-mizoram@nic.in>, "csngl"<csngl@nic.in>, "csori"<csori@nic.in>, "cs"<cs@punjab.gov.in>, "csraj"

<csraj@rajasthan.gov.in>, "cs-skm"<cs-skm@hub.nic.in>, "cs"<cs@tn.gov.in>, "cs"<cs@telangana.gov.in>, "cs-tripura"<cs-tripura@nic.in>, "csup"<csup@nic.in>, "cs-uttaranchal"<cs-uttaranchal@nic.in>, "cs-westbengal"<cs-westbengal@nic.in>, "cs-andamannicobar"<cs-andamannicobar@gov.in>, "cs-chd"<cs-chd@chd.gov.in>, "devcom-dd"<devcom-dd@nic.in>, "advisor-dnh-dd"<advisor-dnh-dd@daman.nic.in>, "csdelhi"<csdelhi@nic.in>, "lk-advisor"<lk-advisor@gov.in>, "cspondicherry"<cspondicherry@nic.in>, "cspon"<cs.pon@nic.in>, "cs-jandk"<cs-jandk@nic.in>, "chiefsecretary"<chiefsecretary@ladakh.gov.in>

Cc: "Paras Sarwaiya"<paras.sarwaiya@nic.in>

Date: Wed, 23 Sep 2026 14:26:51 +0530

Subject: [Secy-goi] Filling up one post of Assistant Library and Information Officer (General Central Service, Group 'B, Gazetted, Non-Ministerial) in the Level 7 of CCS (RP) Rules 2016 in the Ministry of Corporate Affairs through by composite method [deputation (including short-term contract) or promotion] - regarding.

===== Forwarded message =====

Respected Sir/ Madam

Please find the enclosed Vacancy Circular herewith for necessary action.

Regards
Rahul Raj
ASO, Admin.I
M/o Corporate Affairs

Secy-goi mailing list -- secy-goi@ismgr.nic.in

To unsubscribe send an email to secy-goi-leave@ismgr.nic.in

1 Attachment(s)

Vacany Circular for filling up on...

2.5 MB

No. A-12011/1/2022-Ad.I-MCA

Government of India
Ministry of Corporate Affairs

A-wing, 3rd Floor, Kartavya Bhawan-1,
New Delhi, dated: - 22.09.2026

VACANCY CIRCULAR

Subject: Filling up one post of Assistant Library and Information Officer (General Central Service, Group 'B', Gazetted, Non-Ministerial) in the Level 7 of CCS (RP) Rules 2016 in the Ministry of Corporate Affairs through by composite method [deputation (including short-term contract) or promotion] - regarding.

It is proposed to fill up one post of Assistant Library & Information Officer (General Central Service, Gr-B, Gazetted, Non-Ministerial) in the Level 7 of CCS (RP) Rules 2016 in the Ministry of Corporate Affairs on Composite method by composite method [deputation (including short-term contract) or promotion].

2. Eligibility conditions: Composite Method: - By composite method [deputation (including short-term contract) or promotion] of the Central Government or State Government or Union territories or Public Sector Undertakings or Universities or Recognised Research Institutions or Autonomous Bodies or Statutory Organisations,

(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 post in level 6 of the pay matrix (Rs.35400-Rs. 112400) or equivalent in the parent cadre or Department; and

(b) possessing the educational qualifications and experience as below: -

Essential:

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

(ii) Two years professional experience in a Library under the Central or State Government or Autonomous or Statutory Organisation or Public Sector Undertakings or University or Recognised Research or Educational Institution.

Desirable:

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

Note-1: The Departmental Library Information Assistant in level-6 in the pay matrix with five years regular service in the grade and having the educational qualifications and experience prescribed for considering appointment on deputation basis shall be considered along with outsiders and if the Departmental candidate is selected for appointment to the post, it shall be treated as having been filled by promotion.

Note-2: 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 three years.

Note-3: The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding fifty six years as on the closing date of receipt of applications.

3. List of duties & responsibilities attached to the post of Assistant Library & information officer: -

- i. He/she shall be rendering such assistance to the LIO as may be desired and he/she will function as in charge of the library in absence of LIO.
- ii. He/she will place supply orders/renewal of journals/ purchasing of books/ scrutinize bills for books, periodicals and all other miscellaneous items purchased before sending for approval of Competent Authority.
- iii. Provide reference and information service to library users, bibliography, retrieving materials reference, and inter library request.
- iv. Classification of new Books.
- v. AMC of library equipments & software.
- vi. Helping LIO in conducting Library committee meetings and other day-to-day work of the library.
- vii. He/she will manage and plan administrative and budgetary functions of the library & Information services.
- viii. Documentation work of the library.
- ix. Arrange to settle the Audit para/ queries.

- x. He/ she will select relevant material in the newspaper/ magazines for clipping.
- xi. Weeding out books/ magazines/ journals.
- xii. He/ she will look after the functioning of library software from time to time and liase with computer section and library personnel for smooth functioning of library.
- xiii. Any other work entrusted by the Competent Authority from time to time.

4. Regulation of pay and other terms of deputation: -

The pay of the selected candidate will be regulated under the provisions contained in the DoPT O.M. No.6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.

5. Age limit: -

The maximum age-limit for appointment by deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of applications.

6. Period of deputation: -

Period of deputation (ISTC) shall ordinarily not exceed three years.

7. Consultation with UPSC: -

Consultation with Union Public Service Commission is not necessary.

8. Reservation for SC/ST: -

Reservation for SC/ST is not applicable to appointment by deputation.

9. Application along with Biodata (in duplicate) in the prescribed proforma (Annexure-I) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the forwarding Authority (in proforma at Annexure-I) along with the following documents:

(i) Integrity certificate

(ii) Statement of major/ minor penalties imposed if any, on the official during the last 10 years; (if no penalty has been imposed a 'Nil' certificate should be enclosed).

(iii) Vigilance clearance certificate.

(iv) Attested photocopies of the APARs/ACRs for the last five years i.e. 2021-22 to 2025-26, (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India).

(v) Cadre clearance. may be forwarded in respect of each candidate separately to the undersigned in Room No. 13052, A-Wing, 3rd floor, Kaartavya Bhawan, Dr. Rajendra Prasad Marg, New Delhi - 110 001, within 60 days of publication of this advertisement in the Employment News. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.

10. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. **Government strives to have a workforce who reflect gender balance and women candidates are encouraged to apply.**



(Paras Sarwaiya)

Under Secretary to the Government of India

Email: paras.sarwaiya@gov.in

Tele: 011-24013993

Copy to:

1. All Ministries/Departments of Govt. of India (as per list attached).
2. Principal Secretaries of State Govt. /Union Territories, Cadre Controlling Authorities of Universities/ Autonomous Organizations, with request to give wide publicity to this Vacancy Circular.
3. The General Manager-cum-Chief Editor, Employment News, Ministry of Information and Broadcasting, 7th Floor, Soochna Bhavan, C.G.O. Complex, New Delhi; with a request to publish this circular (indicative) in the ensuing issue of Employment News.
4. The Director (CS. I), DoP&T- with a request to upload the vacancy circular on the official website of DoP&T.

5. National Career Service (NCS) Portal, Ministry of Labour & Employment, Shram Shakti Bhawan Rafi Marg, New Delhi-110001 - for uploading the vacancy circular on their official website.

6. e-Gov. Cell, MCA with a request to upload the vacancy circular on the official website of the Ministry

9
22/07/26



(Paras Sarwaiya)

Under Secretary to Government of India

o/c

Annexure-I

Proforma for application for the post of Assistant Library and Information Officer on By composite method [deputation (including short-term contract) or promotion] in the Ministry of Corporate Affairs

BIO-DATA PROFORMA

1.	Name and Address (in Block letters) with contact no.	
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 (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)	
5.	Whether Educational and other Qualifications required for the post are satisfied. (If any of the Qualifications 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 vacancy circular	Qualifications/ Experience possessed by the officer
	<u>Essential</u>	<u>Essential</u>
(i)	(a) Holding analogous post on regular basis or equivalent; or (b) Do you possess five years' service in the grade rendered after appointment thereto on a regular basis in post in level-6 in pay matrix (Rs.35400-112400) or equivalent in the parent cadre or Department.	
(ii)	<u>Qualifications:</u> Bachelor's Degree in Library Science or Library and Information Science from a recognised University or Institute; and	<u>Qualifications:</u>

(iii)	Experience: Two years professional experience in a Library under the Central or State Government or Autonomous or Statutory Organisation or Public Sector Undertakings or University or Recognised Research or Educational Institution				Experience:
	Desirable				Desirable
	Qualifications: (a) Master's Degree in Library Science or Library and Information Science from a recognised University or Institute (b) Diploma in Computer Application from a recognised University or Institute				
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				
7.	Details of Employment, in chronological order. (Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.)				
Office/ organisation	Post held on Regular Basis	Period of service		*Level in Pay Matrix/ Pay Band and Grade Pay/ Pay Scale of the post held on Regular Basis	Nature of Duties (in Detail) highlighting experience required for the applied post
		From	To		
(1)	(2)	(3)	(4)	(5)	(6)
*Important: Pay Band and Grade Pay granted under ACP/MACP are personal to the Officer and therefore should not be mentioned. Only Level in Pay Matrix/ Pay Band and Grade Pay/Pay Scale of the posts 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	Level in Pay Matrix/ 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 contract	b.) Period of appointment on deputation/	c.) Name of the parent office/ organization to which the applicant belongs	d.) Name 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 indicate the pre-revised scale		
14.	Total emoluments per month now drawn: Basic Pay Level of Pay Matrix Total Emoluments		
	Basic Pay	Level of Pay Matrix	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) (Note: Enclose a separate sheet, if the space is insufficient)		
	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) Patent registered in own name or achieved for the organisation (v) Any research/ innovation 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 relevant documents in respect of Essential Qualifications and Work Experience, will be assessed in accordance with the applicable Recruitment Rules and Government instructions. 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 eligibility has been suppressed/withheld.

Date _____

(Signature of the Candidate)

Address: _____

Annexure-II

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 ACR's 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)

Place:

Dated: