

F.No. 40-20/2016-Lib(pt.)
Government of India
Ministry of Culture
Library Section

Shastri Bhawan, New Delhi,
Dated 17th June, 2021

OFFICE MEMORANDUM

Subject:- Filling up the post of Director (Central Secretariat Library) in the Ministry of Culture by transfer on deputation basis(including short term contract).

The undersigned is directed to refer to the subject cited above and to say that the Ministry of Culture proposes filling up of 01 vacancy of post of Director(Central Secretariat Library) in the Ministry of Culture in Level-13 (Rs.123100-215900) in the revised pay matrix of 7th CPC, on deputation basis (including short term contract), from amongst officers of the Central or State Governments or Union Territories or Semi-Government or Public Sector Undertakings or Statutory or Autonomous Organizations or Recognized Research Institution or Educational Institution:-

(a) (i) holding analogous posts on a regular basis in the parent cadre or department; or

(ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in posts in Level 12 in the pay matrix or equivalent in the parent cadre or department; or

(iii) with ten years' regular service in the grade rendered after appointment thereto on a regular basis in posts in Level 11 in the pay matrix or equivalent in the parent cadre or department; and

(b) Possessing the following educational qualifications and experience, namely:

Essential:

- i. Masters' Degree in Library Science or Library and Information Science of a recognized University or Institute;
- ii. Twelve years' professional experience in a Library under Central Government or State Government or Autonomous or Statutory organization or Public Sector Undertaking or University or Recognized Research or Educational Institution.

Desirable:

- i. One year experience of computerizing Library activities in a Library under Central Government or State Governments or Autonomous or Statutory organization or Public Sector Undertaking or University or recognized Research or educational Institution.
- ii. Diploma in Computer Application from a recognized University or Institute.

Note 1: The Departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

[Period of deputation (including short-term contract) including period of deputation (including period of short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall not exceed five years. 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 applications].

Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations 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 in the Pay Matrix, and where this benefit will extend only for the post (s) for which that Level in the pay matrix is the normal replacement without any upgradation.

2. The period of deputation/contract will ordinarily not exceed 3 years. The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Period of deputation/contract including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall not exceed 5 years.

3. The terms & conditions for deputation will be in accordance with the DoPT O.M No.6/08/09(Estt)(Pay-II) dated 17.06.2010, as amended from time to time.

4. **The officer who fulfills the above mentioned conditions of eligibility may forward their applications in prescribed proforma (in duplicate) along with the following requisite documents, through their employer:**

- i. Forwarding Note from Employer/Head of Office as **Annexure –I**.
- ii. Copies of APAR/ACRs for the last 05 years duly attested on each page by an officer not below the rank of Under Secretary.
- iii. Vigilance Clearance Certificate.
- iv. Integrity Certificate
- v. A statement of Major/Minor penalty, if any, imposed on the officer during the last 10 years.
- vi. Cadre Clearance Certificate.

5. Applications (in duplicate) in the enclosed proforma duly countersigned by the employer of the officers who can be spared in the event of their selection **are to be sent to this Ministry within 45 days from the date of publication of the vacancy circular in the Employment News**. The application received after the last date or without the confidential reports or otherwise found incomplete will not be taken in to consideration. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

6. While forwarding the applications it may be verified or certified by the employer that the particulars furnished by the officers are correct. **The application with all necessary documents may be forwarded in the name of Under Secretary (Library), Room No. 209, 2nd Floor, D-Wing, Ministry of Culture, Shastri Bhawan, New Delhi.**

7. The Hindi version of this letter will follow.

Sunita

(Sunita)

Under Secretary to the Govt. of India

Tel: 011-23070987

To

1. All Ministries/Departments of Government of India. *
2. All State Governments & Union Territory Administrations. *

* (They are requested to circulate the vacancy to all semi-government/statutory/public sector undertaking/Recognized Research Institutions/ Educational Institutions/autonomous organization with whom they are concerned).

Copy for necessary action to:-

1. All attached and subordinate offices of the Ministry of Culture.
2. All autonomous/statutory organizations under the Ministry of Culture.
3. All universities through M/o Education.
4. NIC, Ministry of Culture, Shastri Bhawan, New Delhi with a request to upload the advertisement in the Ministry's website both in Hindi and English.
5. D/o Personnel & Training, North Block – with a request to upload the Vacancy Circular in their website.

PROFORMA

1	Name	
2	Date of birth	
3	Date of retirement (under Central/State Govt Rules)	
4	Educational qualifications	
5	<p>Whether educational qualifications required for the post are satisfied. If any qualification has been treated as equivalent to the one prescribed in Rules, state the authority for the same. Qualifications required:-</p> <p><u>Essential:</u></p> <p>i. Masters' Degree in Library Science or Library and Information Science of a recognized University or Institute;</p> <p>ii. Twelve years' professional experience in a Library under Central Government or State Government or Autonomous or Statutory organization or Public Sector Undertaking or University or Recognized Research or Educational Institution.</p> <p><u>Desirable:</u></p> <p>i. One year experience of computerizing Library activities in a Library under Central Government or State Governments or Autonomous or Statutory organization or Public Sector Undertaking or University or recognized Research or educational Institution.</p> <p>ii. Diploma in Computer Application from a recognized University or Institute.</p>	<p>Qualifications possessed by the candidate</p>
6	<p>i. Present post hold</p> <p>ii. Date from which hold</p> <p>iii. The scale of pay</p> <p>iv. Pay drawn therein</p>	
7	Experience in the subject field of selection	

8	<p>Details of previous service in chronological order containing following details :</p> <p>i. Name of post</p> <p>ii. From/To</p> <p>iii. Scale of Pay (or level in new 7th CPC Pay Matrix)</p> <p>iv. Nature of appointment(adhoc/regular</p> <p>v. Nature of duties performed</p> <p>Note : Enclose separate sheet duly authenticated by the candidate, if space is insufficient.</p>	
9	Whether belongs to SC/ST	
10	Contact No. and E-mail ID of Candidate	
11	Remarks	

Undertaking

I solemnly certified that the above particulars furnished by the officer are correct.

Countersigned (employer)

Signature of the candidate

Annexure –I

(Forwarding Note From The Employer/Head Of Office)

Certified that the particulars furnished by Ms./Sh. are correct and he/she possess educational qualifications and experience mentioned in the vacancy circular.

2. Also certified that :-

- i. There is no vigilance or disciplinary case pending/contemplated against
- ii. His/her integrity is certified.
- iii. The photocopies of the APARs for the last 05 years duly attested on each page by an officer of the rank of Under Secretary to the Govt. of India are enclosed.
- iv. No major/minor penalty has been imposed on him/her during the last 10 years.

Signature :
Name :
Designation :
Telephone No. :
E-mail ID :

Dated :

Place :

List of enclosures :

- 1.
- 2.
- 3.
- 4.
- 5.