

No.A-11011/3/2010-ISC
Government of India
Inter-State Council Secretariat
(Ministry of Home Affairs)

Vigyan Bhawan Annexe, New Delhi
Dated: the 9th June, 2010

OFFICE MEMORANDUM

Subject: **Filling up the post of Assistant Library & Information Officer in Inter-State Council Secretariat (Ministry of Home Affairs) on deputation basis.**

The undersigned is directed to state that one post of Assistant Library & Information Officer in this Secretariat in the Pay Band - 2 (Rs.9,300-34,800) with Grade Pay of Rs.4,600/- is required to be filled up on transfer on deputation basis from amongst the eligible employees. The details of the post and necessary terms and conditions are given in Annexure – I. The likely date of occurrence of the vacancy is **01.01.2011**.

2. This vacancy may be circulated among the eligible employees and their applications, in duplicate in the format enclosed in Annexure II may be forwarded to the undersigned along with the following certificates/documents latest **by 31st August, 2010**.

- (i) Attested copies of the ACRs/APARs for the preceeding 5 years i.e upto 2009-10 The ACRs/APARs should be attested by an officer not below the rank of Under Secretary.
- (ii) Cadre Clearance
- (iii) Vigilance clearance
- (iv) Integrity certificate signed by an officer not below the rank of Deputy Secretary
- (v) Details regarding imposition of any major or minor penalties on the officials during the last 10 years. The certificates should be signed by an officer not below the rank of Deputy Secretary.

3. The pay and allowances and other terms and conditions governing the deputation in respect of the officer selected will be regulated in accordance with the Department of Personnel and Training's O.M. Noi.2/29/91-Estt.(P.II) dated 5.1.94 as amended from time to time.

4. Any candidate selected will ordinarily not be allowed to withdraw his name.

5. The applications not received through proper channel and without the complete certificates/documents and after the stipulated date i.e. after **31st August, 2010** will not be entertained.

(Sushil Kumar)
Under Secretary to the Govt. of India
Tele. No.23022350

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Government of India
Inter-State Council Secretariat
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Filling up the post of Assistant Library & Information Officer in the Inter-State Council Secretariat on transfer on deputation basis.

One post of Assistant Library & Information Officer in the Inter-State Council Secretariat, Ministry of Home Affairs is required to be filled up on deputation/absorption basis. The details of the post, eligibility criteria and necessary terms and conditions are given below.

1.	Name of the Post	Assistant Library & Information Officer
2.	No. of post	One
3.	Classification of the post	General Central Service Group 'B' Gazetted (Non-Ministerial)
4.	Pay Band & Grade Pay for the post	Pay Band - 2 (Rs.9,300-34,800) with Grade Pay of Rs.4,600/-
5.	Grades from which transfer on deputation to be made	Officers under the Central Government: (i) Holding analogous posts on regular basis: OR (ii) With 3 years' regular service in posts in the scale of Rs.5500-9000 or equivalent (Pre-revised) Pay band -2 (Rs.9300-34800/-) with grade pay of Rs.4200/- (revised)or equivalent; OR (iii)With six years' regular service in posts in the scale of Rs.5000-8000 or equivalent; (Pre-revised) Pay band -2 (Rs.9300-34800/-) with grade pay of Rs.4200/- (revised)or equivalent; And Possessing the educational qualifications and experience i.e, Essential: (i) Degree of a recognized university or equivalent; (ii) Bachelors' degree or equivalent diploma in Library science of a recognized university /institute or equivalent. (iii)Two year's professional experience in Library of standing. OR Diploma in computer applications from a recognized

		<p>university or institute or equivalent. Qualifications are relaxable at the discretion of the UPSC in case of candidates otherwise well qualified. Desirable: Masters degree in Library science of a recognized university or equivalent.</p>
	Period of deputation	<p>Period of deputation 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 ordinarily not to exceed three years</p>
7.	Maximum Age limit	<p>The maximum age limit for appointment by deputation/absorption shall not be exceeding 56 years as on 31st August, 2010, the closing date of receipt of applications.</p>