



No.A.35021/04/2019-Admn.II  
Union Public Service Commission  
Dholpur House, Shahjahan Road,  
New Delhi-110069

Dated: 15-10-2019

VACANCY CIRCULAR

**Subject:-** Filling up the post of Library & Information Assistant (General Central Service, Group 'B', Non-Gazetted, Non-Ministerial) in Level 6 of Pay Matrix in the Office of UPSC by deputation (including Short Term Contract) basis - reg.

It is proposed to fill up one post of Library & Information Assistant (General Central Service, Group-B, Non-Gazetted, Non-Ministerial) in the Level 6 of Pay Matrix in the Office of UPSC by deputation (including Short-Term Contract) basis.

**2. Eligibility Conditions: Deputation (including Short-term contract)**

Officials of the Central Government or State Government or Union territories or Semi Government or Recognized Research Institutions or Universities or Public Sector Undertakings or Autonomous or Statutory Organizations,-

(A) (i) Holding analogous posts on regular basis; or

(ii) with six years' of regular service in the grade of level-5 (Rs. 29200-92300/-) of the pay matrix or equivalent; and

(B) possessing the following educational qualifications and experience, namely;

**(a). Essential:**

(i) Bachelor's degree in Library Science or Library and Information Science from a recognized University or institute.

(ii) two year's professional experience in a Library under Central Government or State Government or Autonomous or Statutory organization or Public Sector Undertakings or Universities or Recognized Research or Educational Institution;

**(b). Desirable:**

Diploma in Computer Application from a recognized university or institute.

Contd...

**Note:** The departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, deputationists shall not be eligible for consideration for appointment by promotion.

**3. Age limit:**

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

**4. List of duties & responsibilities** attached to the post of Library & Information Assistant is as under:-

- (i) Maintain & update catalogues of the library using library management software.
- (ii) Searching of book through library management software.
- (iii) Assist in physical verification work.
- (iv) Provide reference & information services to library user.
- (v) Creating and updating computerized bibliographical database.
- (vi) In the absence of LIO/ALIO he/she will supervise the work of library
- (vii) Custody of library records/ Accession register/ journal magazine register etc.
- (viii) Noting drafting/billing/serial control work of the library.
- (ix) Monitoring regarding timely distribution of newspapers/magazines to Hon'ble Chairman/Members/Senior Officers and also look after the proper arrangement & circulation system of books/periodicals in the library.
- (x) Rendering reference services/Documentation work.
- (xi) File movement of Library.
- (xii) Attending to inter-library loan services.
- (xiii) Any other work entrusted by the Competent Authority from time to time.

**5. Regulation of pay and other terms of deputation:**

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

Contd...

6. **Period of deputation**

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 organization or department of the Central Government shall ordinarily not exceed three years.

7. **Consultation with UPSC:**

Consultation with Union Public Service Commission is not necessary.

8. **Reservation for SC/ST:**

No provision for reservation exists for the posts to be filled up on deputation (ISTC) basis.

9. Application along with Bio-data (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-II) 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 ACRs for the last five years i.e. 2013-14 to 2017-18 (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 Shri B.K. Sahu, Under Secretary (Admn.II), Room No.426, 4<sup>th</sup> Floor, Ayog Sachivalaya Building, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069, **within 60 days** of publication of this advertisement in the Employment News/ रोजगार समाचार. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not to be entertained. **The crucial date for determining eligibility will be the last date of receipt of applications.**

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.**

*B.K. Sahu*  
15/10/19

(B.K. Sahu)

Under Secretary (Admn.II)

*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. All Notice Boards of UPSC - eligible and interested officers may forward their applications through their concerned Admn. Section within the stipulated date.
4. Assistant Director, Advertisement Section, Employment News, Ministry of Information and Broadcasting, Room No.764, 7th Floor, Soochna Bhavan, C.G.O. Complex, Lodhi Road, New Delhi - 110003; with a request to publish this circular (**indicative**) in the ensuing issue of Employment News/ रोज़गार समाचार.
5. The Director (CS. I), DoP&T- with a request to upload the vacancy circular on the official website of DoP&T.
6. 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.
7. Web Cell, UPSC with a request to upload the vacancy circular on the official website of the Commission.

*B.K. Sahu*  
*15/10/14*

(B.K. Sahu)

Under Secretary (Admn.II)  
Union Public Service Commission

Proforma for application for the post of Library & Information Assistant on Deputation (including short-term contract basis) in the Office of UPSC

BIO-DATA PROFORMA

1. Name and postal address (in Block Letters) with Telephone no.
2. Date of Birth (in Christian Era)
3. Date of retirement under Central Govt. Rules
4. Educational qualifications

*(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)*

- 5 (i) Holding analogous post on regular basis; or
- (ii) Do you possess six years of regular service in the grade of Level-5 (Rs.29200-92300/-) of the pay matrix or equivalent; and
6. Do you possess the following educational qualifications and experience namely:-

*(Please furnish details & enclose requisite supporting certificates)*

**A. ESSENTIAL**

(i) Bachelor's degree in Library Science or Library and Information Science from a recognized University or institute.

(II) Two years' professional experience in a library under Central Govt. or State Govt. or Autonomous or Statutory organization or Public Sector Undertakings or Universities or Recognized Research or Educational Institution;

