



F.No.1/2/NCSC/2015-Admn.  
Government of India  
National Commission for Scheduled Castes  
(A Constitutional body set up under Article 338 of the Constitution of India)

5<sup>th</sup> Floor, Loknayak Bhawan,  
Khan Market, New Delhi-110003.

Dated: 31.07.2015

CIRCULAR

Subject: Filling up the post of one Assistant Library and Information Officer in the National Commission for Scheduled Castes by deputation (Including short-term contract)

It is proposed to fill up one post of Assistant Library and Information Officer (General Central Service, Group 'A' Gazetted, Non- Ministerial) in the scale of Pay Band-3 of Rs. 15600-39100+GP Rs 5400/- in the National Commission for Scheduled Castes by deputation (Including short-term contract) initially for a period of one year likely to continue up to three years. The eligibility conditions for selection by deputation (Including short-term contract) for the said post are given below:-

(a) Officers under the Central or State Governments or Union Territory Administration or Universities or recognized Research Institutions or Public Sector Undertakings or Statutory or Autonomous Organization:

- (i) Holding analogous posts or regular basis in the parent cadre or Department; or
- (ii) With two years' service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band-2 in the pay scale of Rs. 9300-34800 with the Grade Pay of Rs. 4800/- or equivalent in the parent cadre or Department; or
- (iii) With three years' service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band-2 in the pay scale Rs. 9300-34800 with the Grade Pay of Rs.4600/- or equivalent in the parent cadre or Department; and

(b) Possessing the following minimum educational qualification and experience:

**Essential:**

- (i) Master's Degree in Library Science or Information Science or Documentation Science from a recognized University or Institute and
- (ii) Three years professional experience in a Public or Institutional Library:

Note1 Qualification is relaxable at the discretion of the Union Public Service Commission for the reasons to be recorded in writing, in case of candidates otherwise well qualified.

Note2 The qualification regarding experience is relaxable at the discretion of the Union Public Service Commission for the reasons to be recorded in writing, in cases of candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection, the UPSC is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the post reserved for them.

### **DUTIES TO BE PERFORMED**

Asstt. Library & Information Officer in the NCSC shall perform the following duties:

1. Provide professional services utilizing conventional and electronic data base resources to in-house readers as and when required.
2. Remain current in his/her respective fields.
3. Maintain safety standards in his/her work areas; ensure that readers are not indulged in any practice which is detrimental to the interest of Library in particular and office in general.
4. Comply with published Policies and Procedures of the National Commission for Scheduled Castes. Documents of exclusive natures are not to be made available for general readers. Documents marked with 'Official Use' are not to be issued for taking outside the Library premises.
5. Maintaining reports of other Ministers/Departments/Autonomous Institutions/Research Bodies. Issue newspapers, magazines to the senior officers, as per entitlement in the NCSC and maintain records thereon.
6. Assist in the operation by performing special assignments such as organizing, cataloguing the collection, researching in automation or vendor options and studying the effectiveness of operations.
7. Provide reference services.
8. General up-keep of the Library shall be maintained.
9. Any other duties assigned by the competent authority.

## OTHER SERVICE CONDITIONS

- (I) The pay of the selected candidate will be regulated in terms of deputation of Department of Personal & Training OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 and subsequent amendment, if issued from time to time.
- (II) 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. The maximum age limit for appointment on deputation (including short-term contract) shall not exceed 56 years as on the closing date of the receipt of applications.
- (III) For the purpose of appointment on deputation basis, the service rendered on a regular basis by an office prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission's recommendation has been extended, shall be deemed to be service rendered in the corresponding grade Pay or pay scale 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 grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up gradation.

## HOW TO APPLY

Interested candidates may apply through proper channel to the Deputy Secretary (Admn), National Commission for Scheduled Castes, 5<sup>th</sup> Floor, Loknayak Bhawan, Khan Market, New Delhi-110003 within 60 days from the publication of this advertisement in the Employment News as per proforma annexed at Annexure I & II.

  
(S.K. Dubey)

Under Secretary to the Govt. of India.

Tel- 011-2460 6845

Date 31/7/2015



**Proforma for Application for the Post of Assistant Library and Information Officer**

1. Name and address (in Block capital letters):
2. Date of Birth (In Christian era):
3. Date of retirement under Central Govt./State Govt. under the rule applicable to the candidate:
4. Educational & other qualifications possessed by the candidate (relevant to essential qualifications prescribed for the post):
5. Are you holding an analogous post on a regular basis: Yes/No
6. Do you possess two years' experience in the grade rendered after appointment thereto on a regular basis in posts in Pay Band-2 in the pay scale of Rs.9300-34800 with the Grade Pay of Rs.4600/- or equivalent in the parent cadre or Department  
Two years experience in the GP Rs. 4800/- Yes/No  
Three years experience in the GP Rs. 4600/- Yes/No  
(Please put a √ mark which ever is applicable)
7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post: Yes/No
8. Details of Service (Enclose a separate sheet, duly authenticated by your signature, if any space below is in insufficient):

Office/ Institution	Post held with scale of pay	Period Service	of	Basic Pay	Nature appointment whether regular/ad- hoc/deputation	Duties

9. Nature of present employment, i.e. regular/ad-hoc/temporary/permanent.
10. 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 parent Office/Organization to which you belong:
11. Additional details about present employment. Please state whether working under:  
(a) Central Government b) State Govt. c) University/Recognized Research Institute  
d) Public Sector Undertaking e) Semi-Govt. Statutory or Autonomous Organization.  
f) Any other Govt. Organisation (please specify)
12. 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 of pay.
13. Basic pay and total emoluments per month now drawn:
14. Additional Information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
15. Whether belongs to SC/ST:
16. Remarks:

Date.....

Signature of the  
applicant

**CERTIFICATE TO BE FURNISHED BY THE EMPLOYERS/HEAD OF  
OFFICE/FORWARDING AUTHORITY**

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

Also certified that:

- I) There is no vigilance case pending/contemplated against him/her.
- II) His/her complete CR Dossier/ACRs for the last 5 years duly attested on each page by an officer of the rank of an Under Secretary to the Govt. of India are enclosed:
- III) His/her integrity is beyond doubt.
- IV) No major/minor penalties have been imposed on him/her during the last 10 years.
- V) List of major/minor penalties imposed on him/her during the last 10 years is enclosed.

Signature.....

Name & Designation.....

Office Seal.....

Date: