

No.F.40-18/2011-Lib
Government of India
Ministry of Culture

Shastri Bhawan,
New Delhi the 13th March, 2012

Office Memorandum

Sub:- Filling up the post of Director, Central Secretariat Library on deputation basis including short-term contract- For uploading in the website.

The undersigned is directed to say that it is proposed to fill up one anticipated vacancy in the grade of Director, Central Secretariat Library, Ministry of Culture, New Delhi in the Pay Band of PB-4 ₹37400-67000/- GP:₹8700/-.

2. In this connection, a text of the advertisement in detail and format of the application is enclosed for uploading in the Ministry of Culture's website.

Yours faithfully,

Sd/-

(N.R. Minz)

Under Secretary to the Govt of India
Telefax- 2338 2158

NIC
Ministry of Culture
Shastri Bhawan, New Delhi

No.F.40-18/2011-Lib
Ministry of Culture
Library Section

The Ministry of Culture proposes filling up of one anticipated vacancy in the post of Director(Central Secretariat Library) in the Ministry of Culture in the Pay Band of PB-4: ₹37400-67000/- in GP: 8700/- on deputation basis from amongst officers of the Central/Union Territory Administrations/State Government/Semi-Government/ Universities/ Recognized Research Institutions, Autonomous or Statutory Organizations:-

- (a)(i) holding analogous posts on a regular basis or
(ii) with 5 years' regular service in posts in the Pay Band of PB-3: ₹15600-39100/- in GP: ₹7600/- or equivalent; or
(iii) with 10 years' regular service in posts in the Pay Band of PB-3: ₹15600-39100/- in PB: ₹6600/- or equivalent; and

(b) Possessing the following essential educational qualifications and experience:-

Essential:

- i) Master's Degree of a recognized university or equivalent
ii) Degree or equivalent diploma in Library Science of a recognized university or equivalent
iii) 15 years' experience (including Administrative experience) of working in a Library

Desirable:

- (a) Master's Degree in Library Science of a recognized university or equivalent
(b) working knowledge of any one modern European language other than English and mother tongue.

2. The age limit for appointment on deputation (including short-term contract) shall not exceed 56 years of age as on the closing date of receipt of applications.

3. 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.

4. The officers selected on deputation will have the option to draw his grade pay plus deputation(duty) allowance in accordance with the Ministry of Finance' OM No.F.1(11)-E.III(B)/75 dated 7.11.1975 as amended from time to time or to have his pay fixed in the pay scale of the post of Director(CSL).

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 two months from the date of issue of this advertisement. Application received after the last date or without the confidential reports or otherwise found incomplete will not be taken in to consideration.

6. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently

7. While forwarding the applications it may be verified or certified by the employer that the particulars furnished by the officers are correct and that no disciplinary or vigilance case is pending or is contemplated against them.

8. The application with all necessary documents may be forwarded in the name of Under Secretary(Library), Ministry of Culture, Shastri Bhawan, CSL Building, 1st Floor, New Delhi.

Sd/-
(N.R. Minz)
Under Secretary to the Govt India

PROFORMA

1	Name	
2	Date of birth	
3	Date of retirement (under Central/State Govt Rules)	
4	Educational qualifications	
5	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:- <u>Essential:</u> i) ii) iii) <u>Desirable:</u> i) ii)	Qualifications possessed by the candidate
6	i) Present post hold ii) Date from which hold iii) The scale of pay and iv) Pay drawn therein	
7	Experience in the subject field of selection	
8	Details of service i) Name of post & employer ii) From/To iii) Scale of Pay iv) Nature of appointment(adhoc/regular v) Nature of duty performed	
9	Whether belongs to SC/ST	
10	Remarks	

Countersigned(employer)

Signature of the candidate