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भारत सरकार  
विज्ञान और प्रौद्योगिकी मंत्रालय  
विज्ञान और प्रौद्योगिकी विभाग  
टेक्नोलॉजी भवन, नया महरौली मार्ग  
नई दिल्ली-110 016

GOVERNMENT OF INDIA  
MINISTRY OF SCIENCE AND TECHNOLOGY  
DEPARTMENT OF SCIENCE AND TECHNOLOGY  
TECHNOLOGY BHAVAN, NEW MEHRAULI ROAD  
NEW DELHI-110 016

A-12023/01/2022-Estt.II

Dated: 17.09.2025

**OFFICE MEMORANDUM / कार्यालय ज्ञापन**

**Subject: Uploading of the advertisement on the DST website – regd.**

This Department is in the process of initiating the recruitment process for filling up the '01' (One) post of Library and Information Assistant in the Department of Science and Technology on Deputation (Including Short-Term Contract (ISTC)) basis as per this Department's Advertisement No. DST/03/2025-Estt.III. The application process shall start from the date of publication of the advertisement in employment news / Rozgar Samachar. Accordingly, prospective applicants are advised to keep a watch on the upcoming editions of the employment news.

2. To facilitate the prospective applicants, this Department shall publish a notice on its website indicating the important dates in relation to the application submission process. The said notice shall be published after publication of the advertisement in the employment news.

Encl: Advt. No. DST/03/2025-Estt.III

(लिलि पाल / Lily Pal)  
अवर सचिव, भारत सरकार/Under Secretary to the Government of India  
दूरभाष/Tel : 011-26590515  
ईमेल/e-mail : lily.pal@nic.in, recruitmentcell-dst@nic.in

To,

Dr. Rabindra K. Panigrahy, scientist 'E' & WIM, DST - with a request to upload the Advertisement on the What's New tab & recruitment cell webpage of the DST website,

**No. A-12023/01/2022-Estt.II**  
**Government of India**  
**Ministry of Science & Technology**  
**Department of Science & Technology**

**ADVT. No DST / 03 / 2025-Estt.III**

**Applications are invited for filling up the '01' (One) post of Library and Information Assistant in the Department of Science & Technology on Deputation (including short-term contract (ISTC)) basis as per the details below:**

- 1. LEVEL IN THE PAY MATRIX:** Level 6 (Rs 35,400-1,12,400/-)
- 2. METHOD OF RECRUITMENT:** Deputation (ISTC)
- 3. PERIOD OF DEPUTATION:** Initially for a period of 01 year which may be extended as per extant guidelines.
- 4. Grades from which Deputation (ISTC) is to be made:**

Officers under the Central Government/ State Government / Union Territories/ Public Sector Undertakings/ Autonomous Organisations.

- a. (i) Holding analogous posts on a regular basis: or
- (ii) With six years of regular service in the post in Level-5 (Rs. 29200-92300) in the pay matrix or equivalent.
- b. Possessing the educational qualifications and experience as mentioned below:

**Essential:**

- (i) Bachelor's degree in Library Science or Library and Information Sciences of a recognized University/Institute.
- (ii) Two years professional experience in a Library under Central / State Government /Autonomous or statutory organization/PSU/University or recognised Research or Educational institution.

**Desirable:**

Diploma in computer application from a recognised university or institute.

**5. 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 the receipt of applications.

**Note:** The period of deputation including the period of deputation 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 five years.

## 6. GENERAL

i. The Department reserves the right to cancel the recruitment process at any time without assigning any reason.

ii. Prospective applicants are advised to visit the Recruitment Cell webpage under the Administration & Finance section of this Department's website (<https://dst.gov.in/administrationfinance/recruitment-cell>) regularly. Any addendum/corrigendum or any update regarding the recruitment process will be posted only on this Department's website. The Recruitment Rules for the post of Library and Information Assistant are also placed on the Recruitment Cell webpage of DST website at the following link:

**<https://dst.gov.in/sites/default/files/RRs%20of%20non%20gazetted%20posts%20of%20DST.pdf>**

iii. Canvassing in any form will result in disqualification of candidature.

iv. The selected candidate is liable to be posted anywhere in India as per Government requirements.

v. The terms and conditions of appointment will be in accordance with the Department of Personnel & Training's O.M. No. 6/8/2009-Estt. (Pay. II) dated 17.06.2010, as amended from time to time.

vi. While selecting candidates for appointment, applications duly supported by documents will be assessed by the Committee(s)/Board(s) constituted in this regard. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

7. HOW TO APPLY: The application process involves the following stages:

### I. Filling up of online application form:

(a) Eligible candidates are required to first apply **Online** on the online portal **<https://recruitment.dst.gov.in/>** using a valid email ID. This online portal for applying shall be available for a period of **45 days** from the date of publication of the advertisement in Employment News / Rozgar Samachar.

(b) The applicants are also required to upload the relevant certificates/documents (in support of educational and experience qualifications, date of birth, community, caste etc.) on the online portal. Uploading of illegible/incorrect certificates/documents may lead to rejection of the application.

(c) Experience/employment certificates must clearly indicate the date of joining, date of relieving and the post held including the pay level of the post. In case the applicant has worked in the same organization at different levels/posts (due to promotion etc.), then the experience/employment certificate must clearly indicate the time spent in each level/post clearly indicating the "from" and "to" dates for each level/post.

(d) The applicant must furnish the original documents in respect of the claim made in the application as and when required.

(e) Certificate (s) issued by foreign University(s)/Institution(s) must be certified by Association of Indian Universities (AIU), New Delhi by way of equivalence certificate(s). However, in case where AIU does not entertain applications for equivalence of such professional degrees awarded by foreign universities in disciplines which are presently outside the purview of AIU and where such cases are handled by the respective professional councils (recognised by Government of India), the applicant needs to upload equivalence certificate(s) issued by such professional council. It is the sole responsibility of the candidates to upload all the requisite certificates within the prescribed time-limit.

(f) In case the applicant is presently working in State Govt./Union Territory/University/recognized Research Institute/PSU/Statutory organization/Autonomous organization etc. where the pay scales are not identical to the pay scales of central Government, the candidate will have to upload Gazette notification/government order(s) wherein such pay scales of State Govt./PSU/Autonomous organization/University etc have been equated to corresponding pay scale/level of 7<sup>th</sup> CPC in Central Government. In this connection the onus of providing such equivalence shall be on the applicant and in such cases, the decision of this Department shall be final & binding.

## **II: Submission of hard copy of application by registered or speed post:**

(a) After successful submission of the online application on the recruitment portal as mentioned in para 7.I above, hard copy of the computer-generated application (duly signed by the candidate) should be taken out by the candidate. No print out of the enclosed documents/certificate uploaded on the portal is required to be forwarded with the hard copy of the application.

(b) Candidates are to **mandatorily apply through the proper channel**. Applications will be considered only if received through proper channel with 'Certificate' duly signed by the Competent Authority in the prescribed format (Annexure- I) within the prescribed time limit.

(c) Physical copy of application if received after the last date **shall not be considered** even if the online application is filled before the last date. Hence, it is the responsibility of such candidates to follow up their applications in their department /organization and ensure that their applications, completed in all form and duly verified by their competent authority are received by this Department within the prescribed time limit. Also, incomplete applications in any form shall be summarily rejected. Applications received after the last date of receipt of applications due to any reason including postal delay or delay in forwarding by the concerned forwarding authority etc. shall not be considered. **No relaxation shall be given in this regard.**

(d) The application form duly signed by the candidate along with **attested copies of ACRs/APARs for the last five years, duly attested on each page by an officer not below the rank of Under Secretary to the Government of India or an officer of equivalent rank, and a summary sheet of the ACR/APAR gradings received in these five years**, is mandatorily required to be forwarded through proper channel to **Under Secretary (Establishment-III), Department of Science and Technology, Technology Bhavan, New Mehrauli Road, New Delhi-110016 by Registered Post or by Speed Post within 30 days (45 days for applicants in remote areas i.e. for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur,**

Nagaland, Tripura, Sikkim, Ladakh, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep) **from the date of closure of online portal.** Applicants (otherwise eligible to apply) working in Organisations/Institutes that do not have the system of recording APARs/ACRs, need to furnish their work profiles and gradings of the last 05 years duly certified by their Head of organisations/Institute along with their applications through proper channel so as to reach this Department by **Registered Post or by Speed Post within 30 days (45 days for remote areas)** from the date of closure of online portal. **Candidates are advised not to send applications by ordinary posts or through courier.**

(e) A list of applications received within prescribed time and date shall be posted on DST's website after the closing date for receipt of applications. The candidates are advised to check the status of their applications. Any representation regarding non-inclusion of name in the list of applications received within the prescribed time limit, can be filed within **seven days** of date of posting the list on the website along with the relevant proof of delivery of application in the Department of Science & Technology within the prescribed time limit.

**Note 1: Advance copies of Applications will not be entertained.**

**Note 2: In case of any discrepancies found between Hindi & English version of the advertisement, the English version of the advertisement will prevail.**

**(Vinod Kumar Sharma)**  
**Under Secretary to the Govt. of India**



**CERTIFICATE**

**(TO BE GIVEN BY THE HEAD OF ORGANISATION / OFFICE)**

- (i) Certified that Dr. / Sh. / Smt. / Ms..... joined this organization as ..... (Name of the post) in pay level ..... (as per 7<sup>th</sup> CPC) on ..... (Date of joining) and is presently working as ..... (Name of the post) in pay level ..... (as per 7<sup>th</sup> CPC) from ..... (Date of joining the currently held post).
- (ii) Certified that the particulars have been verified and found to be correct. It is also certified that no disciplinary / vigilance proceedings are either pending or contemplated against the officer. Integrity of the officer is certified.
- (iii) The application of Dr. / Sh. / Smt. / Ms..... is recommended. In case of his/ her selection, the Department / organization will relieve him/ her. It is also certified that cadre clearance in r/o the applicant is obtained.
- (iv) Duly attested copies of ACRs / APARs for the last five years along with a summary sheet of the ACR/APAR gradings received during these five years or duly certified work profiles and gradings for the last five years are enclosed.
- (v) No major/minor penalties have been imposed on Dr. / Sh. / Smt. / Ms..... during the last ten years **OR** Statement showing major and/or minor penalties imposed on Dr. / Sh. / Smt. / Ms..... during the last ten years is enclosed (**As applicable**).

**Signature of the Head of the  
Organization / Office with Office Seal**

**Place :**

**Date :**