

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

Technology Bhawan  
New Mehrauli Road,  
New Delhi-110016  
Dated the 20<sup>th</sup> December, 2024

**CIRCULAR**

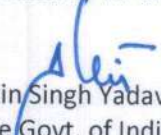
Sub: Filling up vacancy for the post of Library and Information Assistant (Level 6 {Rs 35,400-1,12,400/-}), Group 'B' Post on deputation (including short term contract) basis in the Department of Science & Technology, New Delhi- regarding.

The undersigned is directed to say that one vacancy in the post of Library and Information Assistant (Level 6 {Rs 35,400-1,12,400/-}), Group 'B' post in the Department of Science & Technology is proposed to be filled up on deputation ( including short term contract ) basis . The pay of the selected official on deputation will be regulated in accordance with the Department of Personnel & Training's O.M. No. 2/29/91- Estt. (P.II), dated 05.01.94, as amended from time to time.

2. Eligibility conditions/qualification etc., required for the post of Library and Information Assistant is given in **Annexure-I**. Candidates who volunteer for the post will not be permitted to withdraw their names later. Nomination, which are not accompanied by the requisite personal data as per **Annexure-II**, along with vigilance clearance, integrity certificate and attested copies of ACRs for the last five years, will not be considered. The Curriculum Vitae (**Annexure-II**) clearly mentioning the post applied for, duly supported by document , will be assessed by the Selection Committee , while selecting the candidate for appointment to the post on absorption/deputation basis.

3 A Government servant holding post in higher scale of pay will not be eligible to apply for the post in term of DoPT's O.M. referred to above.

4 It is requested that the vacancy may please be circulated and applications of eligible officials, who are willing to be considered and whose services can be spared immediately, if selected, may kindly be sent to the Under Secretary , Establishment- II Section, Department of Science and Technology, Technology Bhawan , New Mehrauli Road, New Delhi-110016 or can be sent on [dstadmdb-most@nic.in](mailto:dstadmdb-most@nic.in) so as to reach this Department **with in 45 days** from the date of publication of this vacancy in the Employment News/Rozgar Samachar.

  
(Atin Singh Yadav)

Under Secretary to the Govt. of India  
Tel. No. 011-26590670

To

1. All Ministries/Department of Govt. of India (as per standard list).
2. Notice Board/Guard File
3. Dr. Rabindra Kumar Panigrahy, Scientist E, DST with the request to place it on the DST Website for a period of 45 days from the date of publication of the vacancy in the Employment News/Rozgar Samachar.



## Annexure I

1.	Name of the post	Library and Information Assistant
2.	Classification	General Central Services, Group 'B', (Non-Gazetted, Non-Ministerial)
3.	No. of Posts	One
4.	Pay Level/Scale (Pay Band / Grade Pay)	Level 6
5.	Method of appointment	Deputation (including short term contract)
6.	Eligibility conditions	<p>Officers under the Central Government/ State Government / Union Territories/ Public Sector Undertakings/ Autonomous Organisations.</p> <p>(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.</p> <p>(b) (i) Bachelor's degree in Library Science or Library and Information Sciences of a recognized University/Institute.</p> <p>(ii) Two years professional experience in a Library under Central / State Governemnt / Autonomous of statutory organization/PSU/University or recognized Research or Educational institution.</p>
7.	Desirable	Diploma in computer application from a recognised university or institute.
		Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediatley preceding this appointment in the same or some other organization or Deparment of the Central Governemnt shall ordinarily not exceed five years
		Note 2: The maximum age limit for appointment by deputation/absorption shall not exceed fifty-six years as on the closing date of the receipt of the applications.
		Note 3: The initial period of deputation will be 2 years which may be extended as per extant guidelines.

(Application for the post of Library and Information Assistant) - To be submitted through proper channel

PROFOMA (CURRICULUM VITAE)

(Strike out whichever is not applicable)

1. Name and Office address (in Block letters) :
2. Date of Birth (in Christian era) :
3. Date of retirement :
4. Educational Qualifications :
5. Whether Educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the Authority for the same). :

Qualifications/Experience required	Qualification/ Experience by the Official
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Essential

Desirable

6. Please state clearly whether, in the light of entries made above, you meet the requirements of the post :



7. Details of Employment, in chronological order, enclose a separate sheet, duly authenticated, with your signature, if the space below is insufficient

Office/Deptt.	Post held	From	To	Level/Scale of Pay Basic pay, G.P Classification (Group) of post	Whether held on regular /ad-hoc basis	Nature of duties
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8. Nature of present employment, i.e., (i) ad-hoc  
(ii) Temporary or regular :
9. In case the present employment is held on deputation/  
Contract basis, please state:
- (a) The date of intial appointment  
(b) Period of appointment on deputation/contract  
(c) Name of the parent office/organization to which you belong.
10. Please state name of present Department or Employing Organization:
11. Present Level, Basic Pay & total emoluments per month now drawn:
12. Additional information, if any, which you would like to mention in support of your suitability for the post (this among other things may provide information with regard to:
- (i) Additional academic qualifications  
(ii) professional training and work experience over and above prescribed in the Vacancy Circular. Enclose a separate sheet, if the space is insufficient.

13. Whether belongs to SC/ST/OBC:

14. Whether any penalty has been imposed in the last ten (10) years.

15. Certified that:

I have carefully gone through the vacancy circular and I am well aware that the curriculum Vitae, duly supported by documents submitted by me, will also be assessed by Selection Committee at the time of selection for the post. I hereby certify that the information furnished by me is true to the best of my knowledge.

Date:

Place:

Signature of the candidate

Address -----

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Tel. No. -----

CERTIFICATE

It is certified that information furnished by Shri/Smt./Kum.....  
in his/her application are correct. It is also certified that no vigilance case is either  
pending or being contemplated against Shri/Smt./Kum.....and  
his/her integrity certificate is enclosed. ACR Dossier (attested copies) for the last five  
years and Penalty Statement are also enclosed.

Date:  
Place:

Signature of the employer with seal

Address -----  
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Tel. No.-----