

No. A-12034/4/2024- E.II  
Government of India  
Ministry of Agriculture & Farmers Welfare  
Department of Agriculture & Farmers Welfare  
(Establishment-II Section)

Krishi Bhawan, New Delhi  
Dated: 10 /12/2024

**VACANCY CIRCULAR**

Subject: Filling up one (01) vacancy of Assistant Library and Information Officer in Level 7 of the pay matrix in Department of Agriculture and Farmers Welfare on Deputation or Absorption basis-reg.

**1. Details of Post:**

- I. **Name of the post:** Assistant Library and Information Officer
- II. **Number of posts:** 1 (One)
- III. **Classification of post:** General Central Service, Group 'B', Gazetted, Non-Ministerial
- IV. **Pay Scale:** PB-2 Rs. 9300-34800 with Grade Pay of Rs. 4600 (i.e. Level 7 as per 7<sup>th</sup> CPC)
- V. **Age Limit:** Not exceeding 56 years on the closing date of receipt of applications.

**2. Eligibility Conditions for appointment:**

**(i) Deputation or Absorption:**

Officer under the Central Government or State Government or Union Territories:-

- (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or
- (ii) with five years service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band-2, Rs. 9300-34800 with Grade Pay Rs. 4200 or equivalent in the parent cadre or department; and

(b) Possessing the educational qualifications and experience mentioned as under:

**Essential:**

- (i) Bachelor's Degree in Library Science or Library and Information Science of a recognized University or Institute;



(ii) Two Years' Professional experience in a Library under Central Government or State Government or Autonomous or statutory organization or Public Sector undertaking or University or a recognized Research or Educational Institution.

**Desirable:**

- (i) Masters' Degree in Library Science or Library and Information Science of a recognized University or institute.
- (ii) Diploma in computer applications from a recognized university or institute.

**3. Place of posting:** New Delhi.

**4. Regulation of Pay and other terms of Deputation:**

The pay of the selected candidate will be regulated under the provisions contained in Department of Personnel and Training's OM No. 6/08/2009-Estt.-(Pay.II) dated 17.06.2010 as amended from time to time. Period of deputation including 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 to exceed three years.

**5. Duties and responsibilities attached to the post:**

1. To function as overall in-charge of the library, Supervise the work of the staff members of the library.
2. Arrangement of procuring books, newspapers, periodicals and other documents as per procedures.
3. Attend the reference queries in person, telephone and dak.
4. Organizing Library Committee meetings, preparation of minutes and implementation of decisions taken therein.
5. To attend all files submitted by Junior Staff.
6. Preparation of Library budget.
7. Arrangement of books/periodicals on Inter Library Loan from other Libraries.
8. Handling of audit objections.
9. Write-off of books.
10. Binding of Books.
11. Weeding out of old books.
12. Classification of books.
13. Computerization of Library records etc.

**6.** Applications of only such officials/candidates will be considered which are routed through proper channel and are accompanied by (i) bio data (in triplicate) as per Proforma (Annexure-I) (ii) Photocopies of ACRs/APARs for

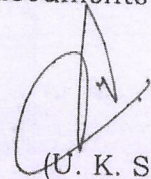


the last five years, if applicable, duly attested (Signed and Stamped) on each page by an officer not below the rank of Under Secretary to the Government of India (iii) Vigilance Clearance Certificate, Integrity Certificate, No Penalty Certificate or a Statement giving detail of Major or Minor penalties imposed on the officers, if any, during the last 10 years as per Proforma (Annexure-II). It may also be verified and certified that the particulars furnished by the official are correct.

Complete advertisement together with Bio-data format (Annexure-I) and certificates to be furnished by employer (Annexure-II) etc. are available on the Department of Agriculture and Farmers Welfare website- <https://agriwelfare.gov.in/> (Click on Recruitment Tab).

Applications of suitable and eligible officials and who can be spared immediately in the event of selection may be sent to the Under Secretary (Pers.II), Department of Agriculture, Cooperation and Farmers Welfare, Room No.37A, Ground Floor, Krishi Bhawan, New Delhi-110001 within a period of **60 days** from the date of publication of this Advertisement in the Employment News.

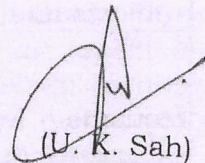
Advance copies of applications or those received after the prescribed closing date or not accompanied with the required certificates/documents are liable to be rejected.



(U. K. Sah)  
Under Secretary to the Govt. of India

To:-

1. All Ministries/Departments of Govt. of India. It is requested that the vacancy may please be given wide publicity in their subordinate and attached offices.
2. Principal Secretary/Secretary (Agriculture), All State Governments/ Administration of all Union Territories.
3. All Organizations of the Department of Agriculture and Farmers Welfare.
4. AS(Admn.)/Director(Pers.)/ DS(GA), DA&FW.
5. Copy to NIC for uploading the above circular in Department of Agriculture and Farmers Welfare's website.
6. Guard file/Spare Copies/Notice Board



(U. K. Sah)  
Under Secretary to the Govt. of India



**Annexure-I**

Proforma for application for the post of Assistant Library and Information Officer on Deputation/Absorption basis in the Department of Agriculture & Farmers Welfare.

**BIO-DATA/ CURRICULUM VITAE PROFORMA**

|   |  |   |
|---|--|---|
| 1. Name and Address (in Block Letters) with telephone number and email id   |  |   |
| 2. Date of Birth (in Christian era)   |  |   |
| 3.i) Date of entry into service   |  |   |
| ii) Date of retirement under Central/State Government Rules   |  |   |
| 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) |  |   |
| Criteria  | Qualifications/ Experience required  | Qualification / Experience possessed by the officer |
| Essential   | Bachelor's Degree in Library Science of Library and Information Science of a recognized University or Institute  |   |
|   | Two Years' Professional experience in a Library under Central Government or State Government or Autonomous or statutory organization or Public Sector undertaking or University or a recognized Research or Educational Institution. |   |
| Desirable   | Masters' Degree in Library Science or Library and Information Science of a recognized University or institute.   |   |
|   | Diploma in computer applications from a recognized university or institute.  |   |
| Note. In the case of Degree and Post Graduate Qualifications, Elective/ main subjects and subsidiary subjects may be indicated by the candidate.  |  |   |
| 6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and experience of the post.  |  |   |

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

| Office/<br>Organization | Post<br>Held on<br>regular<br>basis | Period of<br>service |    | *Pay Band and<br>Grade Pay/Pay<br>scale of the post<br>held on regular<br>basis |      |              | Nature of<br>appointment<br>whether<br>regular/ ad-<br>hoc/<br>deputation | Nature<br>of duties (in<br>detail) |
|-------------------------|-------------------------------------|----------------------|----|---|------|--------------|---|------------------------------------|
|                         |                                     | From                 | To | Pay<br>in PB  | G.P. | Basic<br>Pay |   |                                    |
|                         |                                     |                      |    |   |      |              |   |                                    |
|                         |                                     |                      |    |   |      |              |   |                                    |
|                         |                                     |                      |    |   |      |              |   |                                    |

**\*Important:** Pay band and Grade pay granted under MACP/ACP are personal to the officer and therefore, should not be mentioned. Only pay band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present pay Band and Grade pay where such benefits have been drawn by the candidate, may be indicated as under:

| Office/<br>Organization | Pay, Pay Band and Grade Pay<br>drawn under ACP/MACP Scheme | From | To |
|-------------------------|--|------|----|
|                         |  |      |    |
|                         |  |      |    |

|   |   |  |   |
|---|---|--|---|
| 8. Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent   |   |  |   |
| 9. 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 the parent office/ organization to which the applicant belongs. | d) Name of the post and Pay of substantive capacity in the parent organization. |
|   |   |  |   |
| 9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate. |   |  |   |



9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization.

|  |   |                  |
|--|---|------------------|
| 10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.  |   |                  |
| <b>11. Additional details about present employment:</b>  |   |                  |
| Please state whether working under (indicate the name of your employer against the relevant column)  |   |                  |
| a) Central Government<br>b) State Government<br>c) Autonomous Organization<br>d) Government Undertaking<br>e) Universities<br>f) Others  |   |                  |
| 12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.   |   |                  |
| 13. 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.   |   |                  |
| 14. Total emoluments per month now drawn   |   |                  |
| Basis Pay in the PB  | Grade Pay   | Total Emoluments |
|  |   |                  |
| 15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.  |   |                  |
| Basic Pay with Scale of Pay and rate of increment  | Dearness Pay/interim relief /other Allowances etc., (with break-up details) | Total Emoluments |
|  |   |                  |
| 16. Additional information, if any, relevant to the post you applied for in support of your suitability for the post.<br>(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) |   |                  |

|  |  |
|--|--|
| work experience over and above prescribed in the<br>Vacancy Circular/Advertisement)<br><b>(Note: Enclose a separate sheet, if the space is<br/>insufficient)</b> |  |
| 17. Whether belongs to SC/ST   |  |

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

**(Signature of the candidate)**

Address \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

**Countersigned**

\_\_\_\_\_  
(Employer/ Cadre Controlling Authority with Seal)

**Annexure-II**

**Certification by the Employer/ Cadre Controlling Authority**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. \_\_\_\_\_

ii) His/Her integrity is certified.

iii) His/Her APAR Dossier in original is enclosed/photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or

A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed.(as the case may be)

**Countersigned**

\_\_\_\_\_  
(Employer/ Cadre Controlling Authority with Seal)

Place:  
Dated:

Name & Designation:  
Telephone No.:  
Fax No.:  
Office Seal: