



No. 46/1/2023-Admn.I

Government of India / भारत सरकार

Ministry of New & Renewable Energy / नवीन और नवीकरणीय ऊर्जा मंत्रालय

Atal Akshay Urja Bhawan, Lodhi Road, New Delhi - 110003

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Dated the 10<sup>th</sup> August, 2023

**VACANCY CIRCULAR**

**Subject: Filling up the post of Library & Information Assistant in the Ministry of New and Renewable Energy on deputation basis – Reg.**

Applications are invited in the prescribed proforma for filling up of 01 (one) vacant post of Library & Information Assistant [General Central Service, Group 'B', Non-Gazetted, Non-Ministerial] in the Ministry of New and Renewable Energy in the Level-6 of the Pay Matrix (Rs.35400-112400/-) [PB-2: Rs. 9300-34800/- plus Grade Pay of Rs. 4200/- (Pre-revised)] on deputation basis, as under:

Officers under the Central / State Governments / Union Territories:

(A)(i) Holding analogous posts on a regular basis;

or

(ii) With six years of regular service in the post in the Level-5 of the Pay Matrix (Rs. 29200-92300/-) [PB-1: Rs. 5200-20200/- plus Grade Pay of Rs. 2800/- (Pre-revised)] or equivalent; and

(B) Possessing the following educational qualifications and experience:

**Essential**

- i. Bachelor's Degree in Library Science or Library and Information Science from a recognised university or institute;
- ii. Two years' professional experience in a Library under Central / State Government Autonomous or Statutory organization / Public Sector Undertaking / University or Recognised Research or Educational Institution.

**Desirable**

Diploma in Computer Application from a recognised University or Institute

**Note 1:** 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 / department of the Central Government shall not to exceed three years.

**Note 2:** The maximum age limit for appointment by deputation shall be not exceeding 56 (fifty-six) years as on the closing date of receipt of applications.

**Note 3:** For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the sixth Central Pay Commission recommendations has been

extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on recommendations of scale of Pay into one grade with a common Grade Pay/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.

2. The pay of the candidate selected for appointment on deputation will be regulated in accordance with the provisions contained in the Department of Personnel and Training's O.M. No. 6/8/2009-Estt.(Pay II) dated 17.06.2010, as amended from time to time and as per extant rules.

3. The eligible and interested candidates may send their applications in the given proforma (Annexure-I), through proper channel, to the **Under Secretary (Administration), Ministry of New & Renewable Energy, Room No. 417, 4<sup>th</sup> Floor, Atal Akshay Urja Bhawan, Lodhi Road, New Delhi-110003** by Registered Post or Speed Post within a period of 30 days of date of publication of this Circular in Employment News. While forwarding the applications, the concerned Department may ensure that the particulars of the candidate(s) are verified and that he/she fulfils the eligibility criteria.

4. The application(s) should be forwarded along with APARs for the last 5 years duly attested by a Group 'A' Officer, Vigilance Clearance and Integrity Certificate. A statement should also be enclosed in case of each applicant that no minor/ major penalty has been imposed on the applicant during the last ten years. Application received without previously mentioned documents or after the prescribed date, shall be rejected.

(Arunava Sengupta)  
Under Secretary to the Govt. of India  
E-mail: a.sengupta@nic.in

## PROFORMA

1.	Name					
2.	Date of Birth					
3.	Date of entry in Government Service					
4.	Date of Retirement					
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)					
6.	<b>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/Experience possessed by the officer</b>				
	<b>Essential</b>	<b>Essential</b>				
	a) Qualification	a) Qualification				
	b) Experience	b) Experience				
	Desirable	Desirable				
	b) Qualification	c) Qualification				
	d) Experience	c) Experience				
<p>- This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department/ Office at the time of issue of advertisement in the Employment News.</p> <p>- In the case of Degree and post Graduate Qualifications elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>						
7.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.					
<p><b>Note:</b> Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/work experience possessed by the candidate (as indicated) with reference to the post applied.</p>						
8.	Details of Employment in chronological order. Enclose a separate, sheet duly authenticated by your signature, if the space below is insufficient.					
	<b>Office/Institution</b>	<b>Post held on regular basis</b>	<b>From</b>	<b>To</b>	<b>Pay Level / Pay Band &amp; Grade Pay of the post*</b>	<b>Nature of duties highlighting experience required for the post</b>
<p><b>*Important:</b> Pay Band &amp; Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Level/ 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 below:</p>						
	<b>Office/Institution</b>	<b>Pay Level/ Pay Band and Grade Pay drawn under ACP/MACP Scheme</b>	<b>From</b>	<b>To</b>		

9.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or 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 the parent office/organisation to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
	<p>Note:</p> <ul style="list-style-type: none"> <li>- In case of Officers already on deputation, the applications of such officer should be forwarded by the parent Cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate.</li> <li>- Information under Column 10 (c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation.</li> </ul>			
11.	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.			
12.	Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government b) Autonomous Organisation d) Government Undertaking e) Universities f) Others			
13.	Please state whether you are working in the same Department and are in the feeder grade or feeder-to-feeder grade.			
14.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and indicate the pre-revised scale.			
15.	Total emolument drawn per month			
	Pay Level / Pay in the PB			
	Cell in the Level / Grade Pay			
	Basic Pay			
16.	In case the applicant belongs to an organisation which is not following the Central Government Pay Scales, the latest salary slip issued by the Organisation showing the following details may be enclosed: <ul style="list-style-type: none"> <li>- Basic Pay with Scale of Pay and rate of increment</li> <li>- Dearness Pay / Interim relief / other Allowances etc. (with break-up details)</li> <li>- Total Emoluments</li> </ul>			
17.	Additional Information: if any, which you would like to mention in support of your suitability for the post. (May provide information with regard to (i) Additional academic qualifications (ii) Professional training and (iii) Work experience over and above prescribed in the Vacancy Circular/ Advertisement). <i>Note: enclose a separate sheet, if the space is insufficient.</i>			

18.	<p><b>Achievements:</b> The candidates are requested to indicate information with regard to:</p> <ul style="list-style-type: none"> <li>i. Research publications and reports and special projects;</li> <li>ii. Awards / Scholarships / Official appreciation;</li> <li>iii. Affiliation with the professional bodies / institutions/societies; and</li> <li>iv. Patents registered in own name or achieved for the organization;</li> <li>v. Any research / innovative measure involving official recognition;</li> <li>vi. Any other information</li> </ul> <p><i>Note: enclose a separate sheet, if the space is insufficient.</i></p>	
19.	Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished above duly supported by the documents in respect of Essential Qualifications/ 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.

**Date:**  
**Place:**

**Signature of the Candidate**

**Address:**

**Email:**

**Mobile No.:**

## CERTIFICATE

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

- i. The information / details provided in the above application by the applicant are true and correct as per the facts available on record. He/she possesses educational qualifications and experience mentioned in the advertisement. If selected, he/she will be relieved immediately.
- ii. There is no disciplinary / vigilance case pending or contemplated against the officer.
- iii. His/her integrity is certified.
- iv. Copies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
- v. No major/ minor penalties have been imposed on him/her during the last 10 years or a list of major / minor penalty imposed on him/her during the last 10 years is enclosed (as the case may be).

Signature of the Head of the Organisation/Office with Seal