

No. A.12026/6/2001-Admn.I(LD)
Government of India
Ministry of Law & Justice
Legislative Department

New Delhi, dated 29th September, 2015

VACANCY CIRCULAR

Subject:- Filling up the post of Librarian Grade III in the Official Languages Wing, Legislative Department by absorption/deputation method.

A vacancy in the grade of Librarian Grade III in the Official Languages Wing, Legislative Department, Ministry of Law & Justice is required to be filled by deputation/absorption method.

2. The post of Librarian Grade III in the official Languages Wing is classified as General Central Service, Group 'C', Non-Gazetted, Non-Ministerial and carries the pay scale of Rs.5200-20200/- with Grade Pay of Rs.2000/- .

3. The following is the eligibility criteria for being considered for the said post on deputation/absorption basis: -

Lower Division Clerk working in any office of the Central Government possessing the qualifications prescribed below and having experience of working in a Government Library for a period of three years.

Essential:-

- (i) 12th class from a recognised Board or University;
- (ii) Certificate in library Science or Librarianship from a recognised Institution; and
- (iii) working knowledge of Hindi.

Note 1: Qualifications are relaxable at the discretion of the Staff Selection Commission in the case of candidates otherwise well qualified.

Note 2: The qualification regarding experience is relaxable at the discretion of the Staff Selection Commission in case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection, the Staff Selection Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

Desirable:-

- (i) Working knowledge of colon classification system;
- (ii) Ability to type at a speed of 30 words per minute in Hindi or 35 words per minute in English on computer only.

Note 1: The period of deputation including the period of deputation in another ex-cadre posts, held immediately preceding this appointment in the same or some other organisation or Department of the Central Government, shall ordinarily not exceed three years.

Note 2: The minimum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.

Note 3: For the purpose of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to 1st January,2006 or the date from which the revised pay structure based on the recommendation of the Sixth Central Pay Commission has been extended, shall be deemed to be the services rendered in the

corresponding grade pay or pay scale extended based on the recommendation of the said Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or 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 upgradation.

4. Applications are invited from suitable officials in the prescribed proforma (Annexure-I) who are eligible and whose services can be spared. Applications of such officials alongwith their Vigilance clearance, Cadre clearance statement of major/minor penalties and up-to-date C.R. Dossiers of the last five years may be forwarded to the undersigned within 60 days from the date of publication of the Vacancy Circular in the Employment News. Applications received after that date and /or without up-to-date C.R. Dossiers will not be considered.

(B.M. Sharma)
Deputy Secretary to the Govt. of India
Tele. No. -011-23389014.

To

- (I) All Ministries/Departments of the Government of India.
- (II) DS, Official Languages Wing, Legislative Department. [for wide publicity]
- (III) US, Vidhi Sahitya Prakashan.[for wide publicity]
- (IV) Shri Ayanedi Venkatappaiah, Editor, Employment News, East Block Level-III, R. K. Puram, New Delhi.
[It is requested that the vacancy may kindly be published in the Employment News in the forth- coming issue. A copy of the advertisement may kindly be sent to this Department at an early date. The bill for payment may also be sent to this Department immediately.]
- (V) In charge, NIC-Cell, M/o Law & Justice with request to upload the aforesaid circular on the website of this Ministry by way of giving a link "vacancy circular" on the Home page.

(R.K. Sharma)
Section Officer

CURRICULUM VITAE PROFORMA

1. Name and Address
(In Block Letters)

2. Date of Birth
(in Christian era)

3. 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)

	Qualifications/Experience required	Qualifications/Experience possessed by the officer
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Essential

1)

2)

3)

Desired

1)

2)

6. Please State clearly whether in the light of
entries made by you above, you meet the
requirement 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/Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)
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8. Nature of present employment i.e. Ad-hoc of 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/organisation to which you belong.

10. Additional details about present employment

Please state whether working under (indicate the name of your employer against the relevant column)

- a) Central Govt.
- b) State Govt.
- c) Autonomous Organisation
- d) Government Undertaking
- e) Universities
- f) Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

12. 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.

13. Total emoluments per month now drawn

14. 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/

Advertisement)

(Note: Enclose a separate sheet, if the space is insufficient).

15. Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis (Officers under Central/ State Governments are only eligible for "Absorption" Candidates of non-Government Organisations are eligible only for Short Term Contract).

16. Whether belongs to SC/ST

17. Remarks: (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards / Scholarship /Official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and (iv)any other information

(Note: Enclose a separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date_____

Signature of the Candidates

Address_____

Countersigned

(Employer with seal)