

MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE.
INDIRA PARYAVARAN BHAWAN, JOR BAGH ROAD, ALI GANJ, NEW DELHI

Ministry of Environment, Forest and Climate Change requires services of suitable officers on deputation (including short term contract)/ absorption basis to fill up the following post:-

Name of the post	No. of post(s)	Pay scale
Library and Information Assistant.	1	Level 6 in the Pay Matrix, Rs. 35,400- 1,12,400/-

2. The details of the eligibility criteria for the post of Library and Information Assistant is given in Annexure-I.

3. Only such applications which are accompanied by the requisite personal data (in triplicate) in the proforma given in Annexure-II will be considered.

4. Eligible officers, who are willing and can be spared immediately in the event of selection, may send their applications through proper channel so as to reach this Ministry within two months from the date of publication of the advertisement in the Employment News, at the following address:-

Smt. Vijayalakshmi Varma, Section Officer (P.I),
1st Floor, Prithvi Block, Ministry of Environment, Forest & Climate Change,
Indira Paryavaran Bhawan, Jor Bagh Road, Ali Ganj,
New Delhi-110003

5. It may be noted that application must be accompanied with up-to-date CR Dossiers/photocopies of ACRs/APARs of last 5 years duly attested by Group 'A' Officer, Vigilance Clearance, Integrity Certificate and Major/Minor Penalty Statement for the past 10 years, failing which application will be summarily rejected.

6. Period of deputation(including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment on deputation (including short term contract) shall not be exceeding fifty six years as on the closing date of receipt of applications.

7. Other terms and conditions of deputation including short term contract will be governed by DOP&T's O.M. No. 2/29/91-Estt(Pay.II) dated 5.1.1994 as amended from time to time.

<u>Name of the Post, Scale of Pay & No. of Posts</u>	<u>Eligibility conditions</u>
<p>Library and Information Assistant in Level 6 in the Pay Matrix, Rs. 35,400-1,12,400/- 01 posts.</p> <p>New Delhi (01 post)</p>	<p>Officer of the Central Government or State Governments or Union Territories or Public Sector Undertakings or recognized research institutions or Universities or semi-Government or Statutory or Autonomous organizations, -</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with six years' service in the grade rendered after appointment thereto on regular basis in level 5 in the Pay Matrix, Rs. 29,200- 92,300/- or equivalent in the parent cadre or department; and</p> <p>(b) Possessing the following educational qualifications and experience:</p> <p>Essential:</p> <p>(i) Bachelor degree in Library Science or Library and Information Science from a recognized University or Institute; and</p> <p>(ii) Two years' professional experience in a Library under the Central Government or State Government or Autonomous or Statutory organization or public sector undertaking or University or recognized research institution or educational institution.</p> <p>Desirable:</p> <p>Diploma in Computer Application from a recognized University or Institute.</p>

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 posts are satisfied. (if any equivalent to the one prescribed in the Rules, state the authority for the same)			Qualifications/ Experience Required	Qualifications/ Experience possessed by the officer	
	Essential			(1) (2) (3)		
	Desirable			(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	Pay Structure		Nature of duties (in detail)
				Pay in the pay band	Grade pay	
Or Level in the pay Matrix						
8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi- Permanent or Permanent					
9.	In case the present employment is held on deputation/contract basis please state:-					
	The date of initial appointment					
	Period of appointment on deputation/contract					
	Name of the parent					

	office/organization to which you belong	
10.	<p>Additional details about present employment.</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>Central Government State Government Autonomous Organizations Government Undertaking Universities Others</p>	
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.	<p>Additional information, if any, which you would like to mention in support of your suitability for the post.</p> <p>(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 Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient).</p>	
15.	Please state whether you are applying for deputation (ISTC)/ re-employment Basis. Candidates of non-Government organizations 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)	
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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.

Signature of Candidates
Address.....
Date.....

Countersigned
(By Employer with Seal)