

F.No.9-5/2010-EE
Ministry of Environment Forest and Climate Change
Government of India
(EE Division)

Indira Paryavaran Bhawan
Jorbagh, Aliganj
New Delhi-110003

Date: 17.2.2017

OFFICE MEMORANDUM

Sub: Applications for engagement of Consultant (Library-II) in Library, Ministry of Environment Forest and Climate Change on Contract basis – reg.

The undersigned is directed to forward herewith a copy of the advertisement on the above mentioned subject and to request to place the said advertisement on the website of this Ministry to facilitate the intending applicants.



(J.P.Meena)

Under Secretary to the Government of India

Consultant (IT)
MoEF&CC

(For Advertisement on the web-site)

F. No. 9-5/2010-EE
Ministry of Environment, Forest and Climate Change
Government of India
(EE- Division)

Dated: 14th February, 2017

Applications are invited from eligible candidates for engagement of following staffs in library on contract basis. Remuneration will be based on qualification and experience. The engagement of staff will be initially for a period of 02(Two) years which may be extended after review of the performance of the incumbent. The details including the eligibility criteria, Terms of Reference (TOR) etc., are as under:

Name of the Post: Consultant (Library-II)

No. of Posts: One

Monthly emoluments: Rs.35,000/-(P.M.)

Essential Qualification :

- Master Degree from any recognized university with at least 55% marks or its equivalent from any recognized university and
- One year diploma in Computer applications.

Desirable Experience: At least Four years working experience in any government/ autonomous/private and research institution alongwith atleast one year experience in handling a research and database management related projects and proven experience of digitization of library.

Age limit: Candidate age should be not be more than 40 yrs. on the date of advertisement.

Responsibilities:

- To assist the librarian in digitization of the library alongwith computerization of nearly forty thousand plus books and journals information retrieval, content delivery, skills and competencies for the management of digital information systems multimedia indexing and database technology, user interface design, programming, web technology and financial matters of the library.
- Manage all aspects of the library including cataloguing, circulation, collection development, reference and access, planning, promotion, budget and staff.
- Provide full support to the reporting officers and senior officers on keeping all relevant files/books/magazines/articles updated and archive properly.
- Develop and implement policies and procedures for records of library including the de-duplication of records and other improvements, Produce daily, weekly, monthly, quarterly reports of the books/magazines and newspaper as required.

Note:-The Candidates who have already applied, need not to apply again against the advertisement.

Interested individuals fulfilling the requisite qualification and experience may apply on plain paper along with CV with supporting documents (Qualifications, experience and age proof) in an envelope clearly superscribed "Engagement of staff for Library" along with reference number to the Director, EE-Division, Room No P201, Prithvi Block, 2nd floor, Indira Paryavaran Bhawan, Aliganj, Jorbagh Road, New Delhi-110003, either by post or by hand on or **before 21st February, 2017 at 5.30 P.M.** Applications received after the due date without supporting documents shall not be considered.

The Ministry reserves the right to accept or reject in part or in full or all the responses without assigning any reason whatsoever. Only candidates whose candidatures have been provisionally accepted after initial screening shall be called for interview. No TA/DA will be provided for appearing for the interview.



(J.P.Meena)

Under Secretary to the Govt. of India

Contact Person:

The Under Secretary, EE-Division,
Room No A-208, Agni Block, 2nd floor,
Indira Paryavaran Bhawan, Aliganj, Jorbagh Road,
New Delhi-110003