

A-24015/04/2021/NML  
Government of India  
Ministry of Health & Family Welfare  
Department of Health & Family Welfare  
National Medical Library  
Ring Road, Ansari Nagar

New Delhi-110029  
Dated 10 April, 2021

Application are invited in the prescribed proforma for filling up of 05 (five) vacant post [General Central Service, Group 'B' Gazetted Non-Ministerial] of Assistant Library & Information Officer in the National Medical Library, Directorate General of Health Services under the Ministry of Health & Family Welfare in Level- 7 of the Pay Matrix (Rs.44,900-1,42,400) on deputation (including short-term contract) basis as under:

Officers under the central Government or State Governments or Union Territories or Universities or Recognised Research Institute or Public Sector Undertakings or Statutory or Autonomous Organisation:-

- (A)(i) Holding analogous posts on a regular basis in the parent Cadre/Department;  
Or  
(ii) with five years service in the grade rendered after appointment thereto on a regular basis in pay leve-6 in the pay matrix (Rs. 35400-112400) or equivalent in the parent cadre or department; 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 or State Government or Autonomous or Statutory organization or Public Sector Undertaking or University or Recognised Research Institute or Educational Institute.

**Desirable:-**

- I. Master's Degree in library Science or library and Information Science from a recognised university or institute;
- II. Diploma in Computer Applications from a recognised University or Institute.

**Note 1:** Period of deputation (including short term contract) including the period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department of the Central Government shall not to exceed three years.

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

**Note 3:** The department officer in the feeder category who is in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

2. The officers selected for appointment on deputation (istc) basis shall be entitled to draw pay /pension (duty) allowance in accordance with the existing instructions on the subject issued by the Government of India from time to time.

3. The eligible and interested candidates may send their applications in the given proforma through proper channel, to the Director, National Medical Library, Ring Road, Ansari Nagar, New Delhi – 110029, so as to reach him within forty five days from the date of publication of this Advt. in the Employment News. While forwarding the applications, the concerned Department may please ensure that the particulars of the candidate(s) are verified and that he/she fulfils the eligibility conditions.

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 aforesaid documents or after the prescribed date, shall be rejected.



(Manavendra Pratap)  
Deputy Director  
National Medical Library  
Tel: 011-26589128

मानवेंद्र : MANAVENDRA PARTAP  
Director  
स्वास्थ्य सेवा : Director of Health Services  
आरोग्य कल्याण : Health and Family Welfare  
विभाग : Ministry of Health and Family Welfare  
Government of India  
निर्माण कक्ष, ए.एस.एन. रोड, शाहान, नई दिल्ली



**\*Important:** Pay Band & Grade Pay granted under ACP/MACP 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 below:

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To
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-			
a) The date of initial appointment	b) Period of appointment on deputation/contact	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

**9.1 Note:** 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.

**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/organisation but still maintaining a lien in his parent cadre/organisation.

**10.** If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.

**11.** Additional details about present employment: 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                 |

**12.** Please state whether you are working in the same Department and are in the feeder grade or feeder to 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 emolument per month now drawn

Basic Pay in the PB	Grade Pay	Total Emoluments

**15.** 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

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief/other Allowances etc., (with break-up details)	Total Emoluments

<p><b>16. A. Additional Information:</b> if any, which you would like to mentioned 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          (iii) Work experience over and above prescribed in the Vacancy Circular / Advertisement). <i>Note: enclose a separate sheet, if the space is insufficient.</i></p>	
<p><b>16 B. Achievements:</b>          The candidates are requested to indicate information with regard to:          (i) Research publications and reports and special projects;          (ii) Awards / Scholarships / Official appreciation;          (iii) Affiliation with the professional bodies / institutions/societies; and          (iv) Patents registered in own name or achieved for the organization;          (v) Any research / innovative measure involving official recognition;          (vi) Any other information  <i>Note: enclose a separate sheet, if the space is insufficient.</i></p>	
<p><b>17. 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 Organizations are eligible only for Short-Term contract).</b></p>	
<p><b># The option of STC / Absorption / Re-employment are available only if the vacancy circular specially mentioned recruitment by STC or Absorption or Re-employment</b></p>	
<p><b>18. Whether belongs to SC/ST</b></p>	

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 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.:

### **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 record. He/She possesses educational qualifications and experience mentioned in the advertisement. 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 CR dossier in original is enclosed / photocopies 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.
- iv. No major / minor penalties have been imposed on him/her during the last 10 years or A list of major / minor penalty has been imposed on him/her during the last 10 years is enclosed (s the case may be).

Countersigned

Employer / Cadre Controlling Authority with seal  
Office Address & Tel. No.