

**No.A-12026/8/2011-Estt
Government of India
Ministry of Textiles**

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Udyog Bhawan, New Delhi.
May, 2017.

C I R C U L A R

Subject : Filling up of the post of Library and Information Assistant in the Secretariat of the Ministry of Textiles – Inviting Applications – reg.

Applications are invited for filling up of the post of Library and Information Assistant in the Secretariat of the Ministry of Textiles by transfer on deputation basis from amongst the eligible officials who fulfill the eligibility criterion stipulated in **ANNEXURE-I**. The post of Library and Information Assistant carries the scale of pay of Rs. 5500-9000 (pre-revised) (Level-6 (Rs. 35400 – 112400) as per 7th CPC pay matrix). The pay of the official selected will be regulated in accordance with the Department of Personnel & Training's OM No.2/29/91-Estt (Pay-II) dated 05.01.1996, as amended from time to time.

2. Officials who volunteer for the post will not be permitted to withdraw their names later on. Only such applications which are accompanied with requisite personal data as in **ANNEXURE-II** and are received through proper channel will be entertained.

3. All the Ministries/Departments are requested to kindly give wide publicity to this circular and forward particulars of those eligible officials who can be spared in the event of their selection alongwith their vigilance clearance and upto date CR dossiers within 45 days from the date of issue of this letter. The applications received without CR dossiers or after the last date, will not be considered.

Jayashree Sivakumar)
Under Secretary to Govt. of India
Tel: 23062256

To

1. All Ministries/Departments of the Govt. of India.
2. All Attached/Subordinate Offices under the Ministry of Textiles.
3. All Sections in the Ministry of Textiles.
4. Sr. Editor (Advt.), Employment News, East Block-IV, Level-5, R.K. Puram, New Delhi -110066 - with a request that the advertisement may kindly be published in the Employment News and a copy of the same may be sent to this Ministry.

ANNEXURE – I

1. Name of the post : Library and information Assistant.
2. Scale of Pay : Rs. 5500-9000/- (Pre-revised).
(Level-6 (Rs. 35400 – 112400) of 7th CPC pay matrix)
3. Eligibility : By transfer on deputation,
Official of the Central Government.
 - (a) (i) Holding analogous posts on regular basis OR
(ii) With 5 years regular service in posts in the
Scale of Rs.4000-100-6000/- (Pre-revised)
OR
(iii) With 13 years regular service in posts in the
Scale of Rs.3050-75-3950-80-4590
(Pre-revised) and
 - (b) (i) Degree of a recognized University or
Equivalent
(ii) A degree in Library Science from
recognized University or equivalent.

(The 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 ordinarily not to exceed 3 years).

ANNEXURE -II

PROFORMA

1. Name of the applicant (block letter) :
2. Date of Birth :
3. Whether SC/ST :
4. Present Post held and since when and whether on regular or adhoc basis :
5. Scale of Pay :
6. Present Pay :
7. Details of post held during last 5 years :
8. Educational Qualification and Other Special qualifications :
9. Brief service particulars :
10. Details of Experience :
11. Date of return from deputation if any :
12. Present Office address and Tel. No. :
13. Any other relevant Information :

Date

Signature of the Candidate

(The above particulars have to be certified by the officer where the individual is employed).