

NO. A-12011/1/08-Admn. III
Government of India/Bharat Sarkar
Ministry of Corporate Affairs/Korporate Karya Mantralaya

5th floor, Shastri Bhavan,
New Delhi-110001.
Dated: 22.05.2008

OFFICE MEMORANDUM

Subject:- Filling up of one post of Assistant Library and Information Officer in the pay scale of Rs.6500-200-10500 in the Ministry of Corporate Affairs on deputation basis.

It is proposed to fill up one post of Assistant Library and Information Officer (General Central Services, Group B Gazetted) in the Ministry of Corporate Affairs in the pay scale of Rs.6500-200-10500 on deputation basis. The period of deputation including 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 not ordinarily exceed three years. The pay of the officer selected for the post will be regulated in accordance with the Department of Personnel and Training's O.M. No. 2/29/91-Estt. (Pay-II) dated 5.1.1994 as amended from time to time.

2. Officers under the Central Government holding analogous posts on a regular basis or with three years' regular service in the post in the pay scale of Rs.5500-175-9000 or equivalent and possessing the following educational and other qualifications are eligible for being considered for appointment to the post.

Essential educational qualifications

- (i) At least Second Class Master's Degree in Economics of a recognized University or equivalent.
- (ii) Degree or equivalent Diploma in Library Science of a recognized University or Institution.
- (iii) Three years' experience in a responsible capacity in a library of standing.

Desirable educational qualifications

(i) Master's Degree in Library Science of a recognized University or equivalent.

(ii) Experience of documentation work in a responsible capacity.

3. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of the receipt of applications.

4. Applications of willing and eligible officers who can be spared immediately may be sent through proper channel along with (i) Bio-data (in triplicate) as in the proforma at Annexure-A, (ii) Photocopies of upto date CR Dossiers of the officer for the last five years, duly attested, (iii) Cadre clearance, (iv) Vigilance clearance/Integrity Certificate and (v) Statement giving details of major/minor penalties imposed on the officer during the last ten years, if any.

5. The applications may be sent to the Under Secretary (Admn.), Ministry of Corporate Affairs, Room No. 518, 'A' Wing, 5th floor, Shastri Bhawan, New Delhi so as to reach him within 60 days from the date of issue of this O.M.

6. The application form could also be accessed on this Ministry's website www.mca.gov.in.

(R.C. Tully)

Under Secretary to the Govt. of India

To

All Ministries/Departments of the Government of India (with a request to circulate the post to their attached and subordinate offices).

All attached/subordinate offices of the Ministry of Corporate Affairs

PROFORMA

1.	Name	
2.	Designation and Scale of Pay	
3.	Date of Birth	
4.	Whether belongs to SC/ST/OBC	
5.	Educational Qualifications	
6.	Whether holding analogous post in the Parent Cadre/Department on regular basis and if so, details	
7.	Date of regular appointment in the pay scale of Rs.5500-175-9000	
8.	Date of return from last Ex-cadre post, if any.	
9.	Experience	
10.	Complete official address of the candidate including telephone number, if any, on which he can be contacted.	

Signature of the applicant

CERTIFICATE

(To be filled in by the Authority forwarding the application)

1. Certified that the particulars furnished by the applicant have been checked from available records and found correct.
2. Certified that the candidate is eligible for the post as per conditions mentioned in the circular.
3. Certified also that no vigilance case is either pending or being contemplated against the applicant. Integrity of the applicant is certified.
4. Photocopies of upto date CR dossier of the officer for the last five years, duly attested, enclosed.

Signature
Name & Designation of the forwarding officer with seal