

F.NO. A-4-14/2018-Estt.I
Government of India,
National Archives of India,
Janpath, New Delhi-110001,

the 08 APR 2022

CIRCULAR

Subject – Filling up the post of Library and Information Officer in the National Archives of India, New Delhi by composite method [Deputation (including short term contract) plus promotion-reg.

Service of a suitable candidate for appointment to the post of Library and Information Officer by composite method [Deputation (including short term contract) plus promotion basis are required in national archives of india, New Delhi. The eligibility conditions are given in Annexure I.

The pay of deputationist will be regulated in accordance with department of Personal & Training Government of India, O.M NO. 2/11/2017-(Estt.), dated 24th November, 2017, as amended from time to time.

It is requested that the vacancy may be circulated in the Ministry/department as well Attached/Subordinate offices under your administrative control and the applications of interested and eligible candidate who can be spared may forwarded and duplicate in the prescribed form (annexure II) along with the up to date CR dossiers of the candidate latest by 45 days to the Director General, National Archives of india, Janpath, new delhi-110001. The candidate, if selected for the said post will have to join the post immediately. He/she will not be permitted to withdraw his/her candidature.



(Rajeev Mehra)

Administrative officer,
National archives of India,

Copy to:

1. All Ministries/Departments of the Government of India.
2. All the Attached/Subordinate Offices of the Ministry of Culture.
3. National Archives of India, Janpath, New delhi-110001 for circulation of the Vacancy.
4. Computer unit for uploading the circular on the NAI website.



(Rajeev Mehra)

Administrative officer,
National archives of India,

ANNEXURE –I
Details of the Post

1	Name of the Post	Library and Information Officer
2	No. of Post	One
3	Classification of Post	General Central Service Group 'A' Gazetted Non-Ministerial
4	Revised Pay Scale	Level-11 (Rs.67,700-2,08,700)
5	Eligibility Conditions (including	Composite method [Deputation short term contract) plus Promotion.

1 Officers of the Central Government or State government or Union territories Administrations or Public Sector Undertakings or Universities or Recognised Research Institutions or Semi Government or Autonomous Bodies or Statutory organisations :

(a) (i) holding analogous post on regular basis in the parent cadre or department

Or

(ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in the Pay Band 3, Rs. 15600-39100 plus Grade Pay of Rs. 5400 or equivalent in the parent cadre or department; or

(iii) with seven years service in the grade rendered after appointment thereto on a regular basis in the Pay Band -2, Rs.9300-34800 plus Grade Pay of Rs.4600/- or equivalent in the parent cadre or department; and

(b) Possessing the following educational qualifications and experience:

Essential :

- (i) Master's degree in Library Science or Library and Information Science of a recognized University or Institute;
- (ii) Five years professional experience in a Library under Central or State Government or Autonomous or statutory organization or Public Sector Undertaking or University or recognized Research or educational Institution.

Desirable :

- I. One year experience or computerizing Library activities in a Library under Central or State or Union Territories Governments of Autonomous or Statutory organization or Public Sector

Undertaking or University or recognized Research or educational institution.

- II. One year professional experience in the specific areas of activities related to National Archives of India.
 - III. Diploma in Computer Applications from a recognized University or Institute or Board
- 2 The departmental Assistant Library and Information officer in Pay Band -2, Rs.9300-34800 plus Grade Pay of Rs. 4600/- with seven years regular service in the grade and possessing a Bachelor's degree in Library science from a recognized University or Institute, shall also be considered alongwith outsiders. In case he or she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

Note 1 : The Departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

(Period of deputation (including short-term contract) including period of deputation (including short-term contract) in another cadre post held immediately preceding this appointment in the same or some other Organisation or Department of Central Government shall ordinary not exceed four years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of receipt of applications).

Note 2 : For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006, the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended bases on the recommendations of the Pay Commission except where there has been merger of more that one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation.

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ANNEXURE-II

1. Post applied for Library and Information Officer
2. Name of applicant
3. Address of applicant
4. Date of Birth
5. Whether SC/ST, if not, say 'Neither'
6. Present post held and since when
7. Classification and scale of pay of the post held
8. Present pay with date and scale of pay
9. Details of permanent or Quasi-permanent post held
10. Educational and other special qualification
11. Brief service/experience particulars:-

Office/Institution/ Organization	Post held	From To	Scale of pay and Basic Pay	Nature of Duty Duties.

12. Date of return from last ex-cadre post, if any

Dated :

(Signature of the applicant)



TO BE FILLED BY HEAD OF DEPARTMENT/OFFICE

Certified that the particulars of service given above are according to service records of the Officer and are correct.

It is also certified that he/she does not fall under any of the following three categories

- (i) Under Suspension;
- (ii) Charge Sheet issued and the disciplinary proceedings are pending; and
- (iii) Prosecution for any criminal charge is pending.

It is also certified that no penalty under the CCS(CCA) Rules, 1965 was imposed during the period of last ten year against him/her.

It is also certified that there is no doubt about his/her integrity.

Signature of Head of Office/
Department with Seal

