

**MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE.**  
**INDIRA PARYAVARAN BHAWAN, JOR BAGH ROAD, ALI GANJ, NEW DELHI**

\*\*\*

Ministry of Environment, Forest and Climate Change requires services of suitable officers on deputation (including short term contract)/ absorption basis to fill up the following post: -

Name of the post	No. of post(s)	Pay scale
Library and Information Assistant.	1	Level 6 in the Pay Matrix, Rs. 35,400- 1,12,400/-

2. The details of the eligibility criteria for the post of Library and Information Assistant is given in **Annexure-I**.

3. Only such applications which are accompanied by the requisite personal data (in triplicate) in the proforma given in **Annexure-II** will be considered.

4. Eligible officers, who are willing and can be spared immediately in the event of selection, may send their applications **through proper channel** so as to reach this Ministry **within two months** from the date of publication of the advertisement in the Employment News, at the following address: -

Shri Lalit Mohan, Section Officer (P.I),  
Ministry of Environment, Forest & Climate Change,  
Indira Paryavaran Bhawan, 1<sup>st</sup> Floor, Prithvi Wing, Jor Bagh Road, Ali Ganj,  
New Delhi-110003

5. It may be noted that application must be accompanied with up-to-date CR Dossiers/photocopies of ACRs/APARs of last 5 years duly attested by Group 'A' Officer, Vigilance Clearance, Integrity Certificate and Major/Minor Penalty Statement for the past 10 years, failing which application will be summarily rejected.

**6. Application not received through proper channel and not containing documents mentioned in para-5 will be summarily rejected.**

7. Period of deputation(including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment on deputation (including short term contract) shall not be exceeding fifty six years as on the closing date of receipt of applications.

8. Other terms and conditions of deputation including short term contract will be governed by DOP&T's O.M. No. 2/29/91-Estt(Pay.II) dated 5.1.1994 as amended from time to time.

\*\*\*\*\*

**Annexure-I**

<b><u>Name of the Post, Scale of Pay &amp; No. of Posts</u></b>	<b><u>Eligibility conditions</u></b>
Library and Information Assistant in Level 6 in the Pay Matrix, Rs. 35,400-1,12,400/- 01 posts.  New Delhi (01 post)	<p>Officer of the Central Government or State Governments or Union Territories or Public Sector Undertakings or recognized research institutions or Universities or semi-Government or Statutory or Autonomous organizations, -</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with six years' service in the grade rendered after appointment thereto on regular basis in level 5 in the Pay Matrix, Rs. 29,200- 92,300/- or equivalent in the parent cadre or department; and</p> <p>(b) Possessing the following educational qualifications and experience:</p> <p><b>Essential:</b></p> <p>(i) Bachelor degree in Library Science or Library and Information Science from a recognized University or Institute; and</p> <p>(ii) Two years' professional experience in a Library under the Central Government or State Government or Autonomous or Statutory organization or public sector undertaking or University or recognized research institution or educational institution.</p> <p><b>Desirable:</b></p> <p>Diploma in Computer Application from a recognized University or Institute.</p>

## BIO-DATA/CURRICULUM VITAE PROFORMA

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4.Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>

A) Qualification	A) Qualification
B) Experience	B) Experience
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	* Pay Band and Pay Level/Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

\*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer, 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 such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay, Pay Band, and Grade Pay drawn 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/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization.</p>			
10. If any post held-on Deputation in the past by the applicant, date of return from the last deputation and other details.			
<p><b>11.Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government</p> <p>b) State Government</p> <p>c) Autonomous Organization</p>			

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 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 emoluments per month now drawn		
Basic Pay in PB	Pay Level/Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organization 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
<b>16.A Additional information</b> , if any, relevant to the post you applied for in support of your suitability for (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)( <b>Note: Enclose a separate sheet, if the space is insufficient</b> )		
<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.  <b>(Note: Enclose a separate sheet if the space is insufficient)</b>		

17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. <b>#(Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</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").	
18. Whether belongs to SC/ST	

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 Qualification/ 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.

**(Signature of the candidate)**

Address \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

### **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 records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. 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 Govt. of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

**Countersigned**  
**(Employer/ Cadre Controlling Authority with Seal)**