## No.A-24015/05/2022/NML Government of India Directorate General of Health Services National Medical Library Ring Road, Ansari Nagar

New Delhj-110029 Dated 2008. 2025

Applications are invited in the prescribed proforma for filling up of 01 (one) post [General Central Service, Group 'B' Non-Gazetted Non-Ministerial] of Library & Information Assistant in the National Medical Library, Directorate General of Health Services under the Ministry of Health & Family Welfare in Level- 6 of the Pay Matrix (Rs.35400-112400) on deputation (including short-term contact) basis as under:

Officers of the Central Government or State Governments or Union territory Administrations or autonomous body or statutory organisation or public sector undertaking or recognised university or recognised research institutions:

- (A) (i) Holding analogous posts on a regular basis in the parent Cadre or Department;
  - (ii) With six years' service rendered after appointment to the post on regular basis in Level-5 of the Pay Matrix (Rs. 29200–92300) 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 in the Central Government or State Governments or Union territory Administrations or autonomous body or statutory organisation or public sector undertaking or university or recognised research institute.

Desirable: Desirable: 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 45

(forty) 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.

(Dr B Srinivas) Director (Library) National Medical Library

Tel: 011-26589128

## **BIO-DATA/CURRICULUM VITAE PROFORMA**

1.Name and Address (in Block letters): 2. Date of Birth (in Christian era): 3. i) Date of retirement under Central/State Government Rules ii) Date of retirement under Central/State Government Rules 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 Essential A) Qualification B) Experience B) Experience Desirable A) Qualification and vibrate and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of circular and issue id advertisement in the Employment News. 5.2 In the case of Degree and post Graduate Qualifications elective/main subjects and subsidiary subjects may be indicated by the candidate. 5. 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. 5. Details of Employment in chronological order. Enclose a separate, sheet duly authenticated by your signature, if the space below is insufficient.  6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential forms and the post applies. 6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential regular basis  6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential		(* 5)							
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or Quasi-Permanent or Permanent		di Sa	cheme					% c	
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9. In case the present employee	wmont is hold an		
deputation/contract basis, please sta	Dyment is neid on	-31	
	d of appointment on	c) Name of the pare	-t d\ N C 11 -
1	tion/contact	c) Name of the parer office/organisation to which	
1	are ny contract	the applicant belongs	
		are applicant belongs	substantive capacity in
			theparent organisation
		Y	
9.1 Note: In case of Officers alread	y on deputation, the ar	oplications of such officer sho	uld be forwarded by the parent
Cadie/Department alongwith Cadre	Jearance.Vigilance Clea	arance and Integrity Cortificat	0
9.2 Note: Information under Colur	าก 9(c) & (d) above mu	ist be given in all cases when	a nercon is holding a nost on
acputation outside the caule/organis	auon but still maintain	ing a lien in his narent cadre/i	organication
<b>10.</b> If any posy neid on deputation in	the past by the applica	nt, date of return from the las	t deputation and other details
11. Additional details about prese	it employment:Please	state whether working under	er (indicate the name of your
employer against the relevant colum	1)		
a) Central Governn	entb) State Governmer	nt	
b) Autonomous On		<ul><li>d) Government Undertal</li></ul>	king
e) Universities	f) Others		
<b>12</b> . Please state whether you are w feeder grade.	orking in the same Dep	partment and are in the feed	er grade or feeder to feeder to
recuer grade.			
13. Are you in Revised Scale of Pay? revised scale,	If yes, give the date fr	om which the revision took p	lace and also indicate the pre-
14. Total emolument per month now	drawn	· V	
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latest salary slip issued by the Organia	ation showing the follo	wing details may be enclosed	di Government Pay Scales, the
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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 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.