

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

New Delhi-110029
Dated 21st 08. 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 contract) 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;
Or
(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 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. (<i>If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same</i>)					
Qualifications/Experience required as mentioned in the advertisement/vacancy circular				Qualifications/Experience possessed by the officer	
Essential				Essential	
A) Qualification				A) Qualification	
B) Experience				B) Experience	
Desirable				Desirable	
A) Qualification				A) Qualification	
B) Experience				B) Experience	
5.1 Note: This column needs to be amplified to indicate Essential 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.					
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.					
6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/work experience possessed by the candidate (as indicated in te Bio-data) with reference to the post applies.					
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 Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in Details) highlighting experience required for the post applied for
*Important: Pay Band & Grade Pay granted under ACP/MACP are personal to the officer and 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 where such benefits have been drawn by the Candidate, may be indicated as below:					
Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme			From	To
8. Nature of present employment i.e. Ad-hoc or Temporary or Ouasi-Permanent or Permarient					

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/contact	c) Name of the parent office/organisation to which the applicant belongs	d) Name of the Post and Pay of the Post held in substantive capacity in the parent organisation
9.1 Note: In case of Officers already on deputation, the applications of such officer should be forwarded by the parent Cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate. 9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation.			
10. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.			
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government b) Autonomous Organisation 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 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 emolument per month now drawn			
Basic Pay in the PB	Grade Pay	Total Emoluments	
15. In case the applicant belongs to an organisation 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	
16. A. Additional Information: if any, which you would like to mentioned in support of your suitability for the post. (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). <i>Note: enclose a separate sheet, if the space is insufficient.</i>			
16 B. Achievements: 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 <i>Note: enclose a separate sheet, if the space is insufficient.</i>			
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis# (Officers under Central / State Governments are only eligible for "Absorption" . Candidates of Non-Government Organizations are eligible only for Short-Term contract).			
# The option of STC / Absorption / Re-employment are available only if the vacancy circular			

18. Whether belongs to SC/ST	
19. Whether belongs to ST/SC	

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.