

File No. A-24015/03(02)/2022-NML
Government of India
Ministry of Health & Family Welfare
Department of Health & Family Welfare
National Medical Library
Ring Road, Ansari Nagar

New Delhi-110029
Dated 21st August, 2025

Applications are invited in the prescribed proforma for filling up of 01 (One) vacant post [General Central Service, Group 'A' Gazetted Non-Ministerial] of Senior Library & Information Officer in the National Medical Library, Directorate General of Health Services under the Ministry of Health & Family Welfare in Level- 12 of the Pay Matrix (Rs.78800-209200) on deputation (including short-term contact)/ promotion from the following terms:

Officers under the central Government or State Governments or Union Territories or Universities or Recognised Research Institute or Public Sector Undertakings or Statutory or Autonomous Organisation:-

- (A) (i) Holding analogous posts on a regular basis in the parent Cadre/Department;
Or
(ii) With five years' service in the grade rendered after appointment thereto on a regular basis in Level-11 of the Pay Matrix (Rs.67700-208700) 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 from a recognised university or institute;
- II. Ten years professional experience in a Library under Central or State Government or Autonomous or Statutory organization or Public Sector Undertaking or University or Recognised Research Institute or Educational Institute.

Desirable:-

- I. One year experience of computerising library activities in a library under Central/State Governments or Union Territories or Universities or recognised research institutions or public sector undertakings or statutory or autonomous organisations
- II. One year professional experience in indexing work of health services literature;
- III. Diploma in Computer Applications from a recognised University or Institute.

..2..


Note 1: Departmental Library and Information Officer in Level-11 of the Pay Matrix (Rs. 67700-208700) [Pay Band-3, Grade Pay Rs. 600 in pre-revised scale of pay] with 5 years regular service in the grade and possessing Bachelor's degree in Library Science or Library and Information Science from a recognised University or Institute shall also be considered along with outsiders. In case he/she is selected, the post shall be deemed to have been filled by promotion otherwise; it will be treated as having been filled on deputation (istc).

Note 2: 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 four years. 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.

2. The officer selected for appointment on deputation (istc) basis shall be entitled to draw pay / pension (duty) allowance in accordance with existing instructions on the subject issued by the Government of India 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 60 (Sixty) 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

[illegible]

***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 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/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

<p>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></p>	
<p>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></p>	
<p>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).</p>	
<p># The option of STC / Absorption / Re-employment are available only if the vacancy circular specially mentioned recruitment by STC or Absorption or Re-employment</p>	
<p>18. Whether belongs to SC/ST</p>	

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.

Duties and Responsibilities of the post of Senior Library and Information Officer (Sr.LIO) in National Medical Library:

1. Administration, supervision and coordination of all units / different sections i.e. ERMED-Consortium, Reference and Consultation, Periodical purchasing, Book Acquisition, Technical Processing, Binding Section, Branch Library, etc. of the National Medical Library to ensure smooth functioning;
2. Preparation, Planning, Budgeting and executing development programmes for modernization of library;
3. Securing co-operation of agencies concerned and also initiating library procedures and techniques for efficient functioning of the Library System in the country;
4. Collection, processing and dissemination of information;
5. Participate in official meetings, professional symposia, conferences, co-ordination, co-operation linkage and expert services to Libraries and documentation centers attached to medical colleges, research and training institutions all over India and abroad;
6. Preparation and submission of proposals concerning acquisition of books, journals, equipment, furniture and other items for approval of competent authorities of Dte.GHS/MoHFW.
7. Supervision and control of staff and officers of NML and take follow-up action to get vacant posts filled;
8. Organization of Regional/National level training/refresher courses, programmes/seminars/conferences, etc. for medical libraries in the country;
9. To initiate, develop and implement different library related policies in accordance with the mandate of NML;
10. Maintain liaison with national and international organisations to establish exchange/gratis relation;
11. Coordination and Liaison with Senior Officers in Dte.GHS/MoHFW in connection with follow up action on NML Plans/Proposals;
12. Correspondence and liaison with CPWD (Horticulture, Civil, Elect.) and other agencies involved in maintenance and safety of NML building;
13. Completion and preparation of Annual Report and performance budget in respect of NML;
14. Any other duties may be assigned by the competent authority.