



**No.A.35020/05/2022-Admn.II**  
**Union Public Service Commission**  
**Dholpur House, Shahjahan Road, New Delhi-110069**

**Date: 19.02.2024**

**VACANCY CIRCULAR**

**Subject: Filling up 01 (one) post of Library & Information Assistant (General Central Service, Group 'B', Non-Gazetted, Non-Ministerial) in Level-6 (Rs. 35,400 – Rs. 1,12,400) of the pay matrix in O/o UPSC by deputation (including Short Term Contract) basis.**

It is proposed to fill up 01 (one) post of Library & Information Assistant (General Central Service, Gr. B, Non-Gazetted, Non-Ministerial) in Level-6 (Rs. 35,400 – Rs. 1,12,400) of the Pay Matrix in the Office of UPSC by deputation (including Short Term Contract) basis.

**2. Eligibility Conditions:Deputation (including Short Term Contract)**

Officials of the Central Government or State Government or Union territories or Semi Government or Recognized Research Institutions or Universities or Public Sector Undertakings or Autonomous or Statutory Organizations,-

**(A) (i) Holdinganalogous post on regular basis; or**

**(ii) With six years' of regular service in the grade in Level-5 (Rs. 29200-92300/-) of the pay matrix or equivalent; and**

**(B) Possessing the following educational qualifications and experience, namely:-**

**(a) Essential:**

(i) Bachelor's degree in Library Science or Library and Information Science from a recognized University or institute.

(ii) two year's professional experience in a Library under Central Government or State Government or Autonomous or Statutory organization or Public Sector Undertakings or Universities or Recognized Research or Educational Institution.

**(b) Desirable:**

(i) Diploma in Computer Application from a recognized university or institute.

**Note 1:** The departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, deputationists shall not be eligible for consideration for appointment by promotion.

**Note 2:** Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall be 'not exceeding fifty-six years as on the last date of receipt of applications.

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3. List of duties & responsibilities attached to the post of Library & Information Assistant is as under:-

- (i) Maintain & update catalogues of the library using library management software.
- (ii) Searching of book through library management software.
- (iii) Assist in physical verification work.
- (iv) Provide reference & information services to library user.
- (v) Creating and updating computerized bibliographical database.
- (vi) In the absence of LIO/ALIO he/she will supervise the work of library
- (vii) Custody of library records/ Accession register/ journal magazine register etc.
- (viii) Noting drafting/billing/serial control work of the library.
- (ix) Monitoring regarding timely distribution of newspapers/magazines to Hon'ble Chairman/Members/Senior Officers and also look after the proper arrangement & circulation system of books/periodicals in the library.
- (x) Rendering reference services/Documentation work.
- (xi) File movement of Library.
- (xii) Attending to inter-library loan services.
- (xiii) Any other work entrusted by the Competent Authority from time to time.

4. **Regulation of pay and other terms of deputation:** The pay of the selected candidate will be regulated under the provisions contained in the Dept. of Personnel & Training O.M. No.6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.

5. **Age limit:** The maximum age-limit for appointment by deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of applications.

6. **Period of deputation:** Period of deputation (ISTC) shall be initially for three year to be extendable as per DoP&T guidelines. A candidate, once appointed to the deputation post in UPSC shall be eligible for forwarding of applications to another deputation posts in other Departments/Organisations only after completion of at least 02 years of service in the post out of the 03 years prescribed deputation period.

7. **Consultation with UPSC:** Consultation with Union Public Service Commission. is not necessary.

8. **Reservation for SC/ST:** No provision for reservation exists for the posts to be filled up on deputation (ISTC) basis.

9. Application along with Bio-data (in duplicate) in the prescribed proforma (Annexure-I) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the forwarding Authority (in proforma at Annexure-II) along with the following documents may be forwarded in respect of each candidate separately to Shri K. N. Bhutia, Under Secretary (Admn.II), Room No. 216, Annexe Building, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069. Last date for receipt of applications is 60 days from date of publication in Employment News.

- (i) Integrity certificate.
- (ii) Statement of major/ minor penalties imposed if any, on the official during the last 10 years; (if no penalty has been imposed a 'nil' certificate should be enclosed).

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(iii) Vigilance clearance certificate.

(iv) Attested photocopies of the ACRs for the last five years i.e. 2018-19 to 2022-23 (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India).

(v) Cadre clearance.

**The candidates may also apply online on the website of UPSC i.e. <http://www.upsc.gov.in/vacancy-circulars>. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.**

**10. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. Government strives to have a workforce who reflect gender balance and women candidates are encouraged to apply.**

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(K. N. Bhutia)

**Under Secretary(Admn.II)  
Union Public Service Commission**

**Copy to:**

1. All Ministries/Departments of Govt. of India (as per list attached).
2. Principal Secretaries of State Govt. /Union Territories, Cadre Controlling Authorities of Universities/ Autonomous Organizations, with request to give wide publicity to this Vacancy Circular.
3. All Notice Boards of UPSC-eligible and interested officers may forward their applications through their concerned Admn. Section within the stipulated date.
4. NIC, DoP&T- with a request to upload the Vacancy Circular on the official website of DoP&T.
5. Director, National Library, Belvedere, Alipore, Kolkata, West Bengal-700027.
6. Director General, Delhi Public Library, Dr. Shyama Prasad Mukherjee Marg, Opposite Old Delhi Railway Station, next to Chandni Chowk Metro Station (Gate No. 2), Delhi-110006.
7. Deputy Commissioner (Admn.), Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi - 110 016.
8. Web Cell, UPSC - with a request to upload the Vacancy Circular on the official website of the Commission.

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(K. N. Bhutia)

**Under Secretary(Admn.II)  
Union Public Service Commission**

**Proforma for application for the post of Library & Information Assistant on Deputation (including short term contract basis) in the Office of UPSC.**

**BIO-DATA PROFORMA**

1. Name and postal address (in Block Letters) with Telephone no.
2. Date of Birth (in Christian Era)
3. Date of retirement under Central Govt. Rules
4. Educational qualifications

*(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)*

**5(A)(i)** Holding analogous post on regular basis;  
or

**(ii)** Do you possess six years of regular service in the grade in Level-5 (Rs. 29200-92300/-) of the pay matrix or equivalent; and

**5 (B).** Do you possess the following educational qualifications and experience namely:-

**ESSENTIAL**

(i) Bachelors degree in Library Science or Library and Information Science from a recognized University or institute.

(ii) Two year professional experience in a library under Central Govt. or State Govt. or Autonomous or Statutory organization or Public Sector Undertakings or Universities or Recognized Research or Educational Institution;

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**6. Desirable**

Diploma in Computer Applications from a recognized university or institute

- 7.** Details of employment with brief description of duties performed, in chronological order (Starting from entry in Central Government service). *Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient*

Office/ Organization	Post held with scale of pay / Level of pay in pay matrix	Period of service		Basic pay	Nature of appointment whether regular/ad-hoc/deputation	Post wise brief details of duties performed
		from	to			
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>9</b>	<b>10</b>

- 8.** Nature of present employment, i.e. ad-hoc or temporary or permanent

- 9.** In case the present employment is held on deputation please state

- (a) The date of initial appointment
- (b) Period of appointment on deputation
- (c) Name of parent office/Organization to which you belong

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10. 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

Date	Pay scale (pre-revised) with Grade Pay	Basic pay (pre-revised)	Date of revision of pay	Revised Basic Pay as per 7 <sup>th</sup> CPC	Level of pay in 7 <sup>th</sup> CPC Matrix

11. Total emoluments per month now drawn

12. Additional information, if any, which you would like to mention in support of your suitability for the post.

*(Enclose a separate sheet if the space is insufficient)*

13. Full postal address of forwarding authority with name & telephone number

14. Whether belongs to SC/ST

15. Remarks

**Signature of the candidate**

**Full office address**

**Tel. No.**

**Email ID**

**Date:**

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**(Certificate to Be Furnished by The Employer/Head of Office/Forwarding Authority)**

Certified that the particulars furnished by \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

2. Also certified that: -

- (i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. \_\_\_\_\_
- (ii) His/her integrity is certified.
- (iii) The photocopies of the APARs for the last 5 years (2018-19 to 2022-23) duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- (iv) \*No major/minor penalty has been imposed on him/her during the last 10 years\*
- (v) A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.

**Signature** :  
**Name & Designation** :  
**Telephone No.** :  
**Office Seal** :  
**Fax No.** :

- Place:**  
**Dated:**  
**List of enclosure:**  
1.  
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6.

(\*Strike out which is not applicable.)

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