

**SECRETARIAT OF THE
ELECTION COMMISSION OF INDIA**

Nirvachan Sadan,
Ashoka Road,
New Delhi-110001.

Dated: 23.03.2016

No. 181/6/2016

CIRCULAR

Sub: Filling up of one post of Library and Information Officer in the pay band PB-3, Rs.15600-39100/- with corresponding Grade Pay of Rs.6600/- in the Secretariat of the Election Commission of India.

It is proposed to fill up one post of Library and Information Officer pay band PB-3, Rs.15600-39100/- with corresponding Grade Pay of Rs.6600/- in the Secretariat of the Election Commission of India, New Delhi on deputation basis.

2. Officers under the Central Government or State Government or Union Territories:

- (a) (i) Holding analogous post on regular basis in the parent cadre/department; or
- (ii) With seven years regular service in post in the Pay Band-2 Rs.9300-34800/- with corresponding Grade Pay of Rs.4600/- or equivalent and
- (b) possessing the educational qualification and experience as below:-
 - (i) Masters Degree in Library Science or Library Information Science of a recognized University or Institute;
 - (ii) Five years' professional experience in a Library under Central/ State Government/ Autonomous or Statutory organization/PSU/University or recognized Research or Educational Institution.

Desirable:-

- (i) One year experience of computerizing Library activities in a Library under Central/State Government/ Autonomous or Statutory organization/PSU/University or recognized Research or Educational Institution.
- (ii) One year Professional experience in the specific areas of activities of the Department/Ministry viz. Technical or scientific, if any, to be specified at the time of framing RRs
- (iii) Diploma in Computer Applications from a recognized University/ Institution.

Note: The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

3. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization/ department of the Central Govt. shall not ordinarily exceed three years.

4. The applications, in duplicate, in the enclosed proforma, along with the complete and up-dated C.R. dossier for the last 5 years of the officers who could be spared in the event of his/her selection, may be forwarded to the Director (Admn.), Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi-01 on or before 09.05.2016. Application received after the last date or otherwise found incomplete will not be considered.

5. Pay of the Officer selected on deputation will be regulated under the provisions contained in the Deptt. of Personnel and Training O.M. No.6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.

6. In anyone is selected from a higher Scale/pay his or her pay shall be protected by the Commission.

7. The officers who apply for the post will not be allowed to withdraw their nomination subsequently.



(B C PATRA)
UNDER SECRETARY
Tel: 23052079

To

1. All Ministries/Departments of Govt. of India (As per list attached).
2. The Chief Secretaries of all State Govt. and Union Territories.
3. All Autonomous Organizations/PSUs

Bio-Data Proforma

1. Name and Address (in Block letters)
2. Date of Birth (in Christian era)
3. Date of Retirement
4. Educational Qualifications
5. Service to which belong
6. Whether belongs to SC/ST
7. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post
8. Details of Employment (in chronological order). Enclose a separate sheet, duly authenticated by your signature if the space below is insufficient.

Office/Institution/Orgn. Post held From To Scale of pay & Basic Pay Nature of Duties

9. Nature of present employment i.e. ad-hoc or (Temporary) quasi-permanent or permanent
10. 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
11. Additional details about present employment. Please state whether working under:
 - (a) Central Government
 - (b) State Government
 - (c) Autonomous Organization
 - (d) Government Undertaking
12. 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.
13. Existing total emoluments drawn per month
14. 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.
15. Remarks

Signature of the candidate
Address:

Forwarding Note by the Employer:

It is certified that:

- (i) Information given in the above proforma is correct as per the service record of the applicant.
- (ii) The applicant is clear from vigilance angle.
- (iii) The integrity of the applicant is beyond doubt.
- (iv) That no major/minor penalty has been imposed on the applicant in last 10 years.
- (v) The cadre controlling authority of the applicant has given its clearance for his applying for the above post.
- (vi) The ACR Dossier of the applicant is enclosed with the application.

(Signature with seal of the authorized signatory
on behalf of the employer)