

**No. 8/14/2010-11/NHHM**  
**Government of India**  
**Ministry of Textiles**  
**National Handicrafts and Handlooms**

Pragati Maidan, New Delhi  
Dated: 26<sup>th</sup> August, 2011.

**VACANCY CIRCULAR**

**Sub: Filling up one post of Library Information Asstt., Group 'C' Non-Ministerial in NHHM by transfer on deputation basis.**

One post of Library Information Asstt. in the revised pay structure of (Rs. 9300-34800+4200 Grade Pay) is proposed to be filled up in this office by transfer on deputation basis from amongst officers under the Central Government, fulfilling the education, eligibility and other requirements and capable to handle the job requirement. (relaxable in case of deserving candidates at the discretion of competent authority).

Details of above are given in annexure-I attached to the circular. Services of selected applicants on deputation basis will be governed by the normal deputation terms & conditions. The period of deputation will be initially for one year. Period of deputation including the period of deputation in another ex-cadre post held immediately proceeding this appointment in same organization/deptt., shall ordinarily not exceed 3 year.

Application from eligible officers below 56 years of age only in the prescribed performa (Annexure-A) available on the website [www.handlooms.nic.in](http://www.handlooms.nic.in) along with attested copies of their upto date confidential report dossiers and vigilance clearance, Integrity certificate maybe forwarded to the undersigned latest within 45 days from the date issue of the circular. Application received after due date or without complete documents will not be entertained.

Encl: As above

(Som Dutt Sharma)  
**Administrative Officer**  
Tel No: 23371607  
23371515

Copy:-

1. All Ministries/Department of the Govt. of India.
1. Department of Personnel and Training (Surplus Cell), Lok Nayak Bhawan, New Delhi.
2. The Asstt. Business Manager (Advt.), Employment News, East Block- IV, Lelvel 5-7, R.K. Puram, New Delhi.
3. All attached/subordinate officer of the Ministry of Textiles.
4. Asstt. Development Commissioner (HL), Udyog Bhawan, New Delhi.

**ANNEXURE – I**

1. Name of the Post : Library Information Assistant
2. Pay Structure/Scale/Grade Pay And Pay Band : Revised Rs. 9,300-34,800 +GP 4200 PB-2
3. Classification : General Central Service Group 'C' Non-Gazetted, Non-Ministerial
4. Mode of Recruitment : By transfer on deputation basis.
5. (a) Educational Qualification : (a) Degree from recognized university or equivalent  
(b) Grade from which deputation is to be made (b) From Amongst officer under the Central Govt below 56 years of age:-
  - (i) holding analogous post;
  - (ii) with 10 year's regular service in post in the revised pay structure of Rs 5200-20200+GP-1900 and having experience of library work in Central Govt. Offices.  
(Length of Regular service as at ii above is under revision to 6/10/18 years as per latest guidelines of DOPT).
6. Duties of Post : To perform all duties including record maintenance of library books, cataloging, digitization, computer working and all library relating work and also duties assigned by superiors from time to time.

**PROFORMA**

- Name of the post applied for : \_\_\_\_\_
1. Name (in Block letters) :
  2. Father's Name :
  3. Date of Birth :  
(In Christian era)
  4. Educational Qualifications :
  5. Experience in the relevant field :
  6. Particulars of present post held :
    - a Name of the post :
    - (ii) Date of continuous appointment :
    - (iii) Structure of pay & Basic pay / Grade pay/Pay Band :
    - (iv) Name of the Ministry Department/office :
    - (v) Nature of duties being performed :
  7. Particulars of substantive post. :
    - (i) Name of the post/classification :
    - (ii) Structure of pay & Basic pay / Grade pay/Pay Band :
    - (iii) Date of appointment :
    - (iv) Name of the Ministry/Department/Office :
    - (v) Nature of duties performed :
  8. Date of first appointment in the Govt. service and the name of the post. :
  9. Special Qualifications/ Training, if any :
  10. Whether belongs to SC/ ST, Ex-Serviceman/ Physically handicapped/ OBC. :
  11. Following documents enclosed :
    - i) Upto date ACRs for the last five years : Yes/No
    - ii) Integrity Certificate : Yes/No
    - iii) Vigilance Clearance Certificate : Yes/No
    - iv) Certificate indicating major/ minor penalties imposed, if any, during the last ten years or otherwise Penalty Certificate. : Yes/No
  12. Remarks, if any :  
(use separate sheet if space found insufficient :

**Signature of the Candidate**  
Office Tel. No.