



CIRCULAR

**Subject: Filling up of the post of Library & Information Assistant in the Pay Matrix Level 6 (Rs.35400-112400) on deputation basis in Lady Hardinge Medical College & Smt. S.K. Hospital, New Delhi.**

Applications are invited to fill one post of Library & Information Assistant in Lady Hardinge Medical College & Smt. S.K. Hospital on deputation basis (including short term contract) for a period of three years initially from amongst Officers holding analogous posts on regular basis in the parent cadre or department; or Officers with six years' service in the grade rendered after appointment thereto on a regular basis in post in Level 5 of the pay matrix (Rs. 29200-92300) or equivalent in the parent cadre or department, working in Central Government or State Government or Union Territories or autonomous or statutory organizations or Public Sector Undertaking or University or recognized Research Institutions: and possessing the following educational qualifications and experience:-

**Essential Qualifications:**

Bachelor Degree in Library Science or Library and Information Science from recognised University or Institute.

**Desirable:**

Diploma in Computer Application from a recognised University or Institution.

**Essential Experience:**

Two years professional experience in a Library under Central Government or State Government or autonomous or statutory organisation or public sector undertaking or University or recognised research or educational institution.

2. The 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 organisation/Department of the Central Government shall not exceed three years. Persons above 56 years of age (as on closing date of receipt of applications) shall normally not be considered for the above posts.
3. Interested applicants may send their applications through proper channel in the enclosed proforma in duplicate to the undersigned within a period of one month from the date of publication of this advertisement in the Employment News. Application received after the last date or otherwise incomplete are not likely to be considered.
4. Pay of the selected officers shall be fixed in the scale of the post in accordance with rules prescribed by the Government.

5. The following papers/document may also please be sent along with nomination:-
- i. Statement of Bio-data in the prescribed proforma (as per Annexure-I) in duplicate duly signed and forwarded through proper channel.
  - ii. Attested copies of the APAR dossiers for the last five years attested (on each page) by an Officer not below the rank of Under Secretary to the Govt. of India.
  - iii. Vigilance Clearance Certificate.
  - iv. Integrity Certificate.
  - v. A statement of major/minor penalty, if any, imposed on the officer during the last 10 years.
  - vi. Cadre Clearance Certificate.
6. The last date for submission of applications through proper channel for deputation to the said post will be one month from the date of publication of the advertisement in Employment News.
7. The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason.



(SUNIL KS BHADORIA)  
DEPUTY DIRECTOR (ADMN.)

Enclosure: Proforma.

Copy to:

1. All Notice Boards in Lady Hardinge Medical College & Smt. S.K. Hospital.
2. All Ministries/Departments, Govt. of India for vide circulation.

**BIO DATA PROFORMA**  
**APPLICATION FOR THE POST OF LIBRARY & INFORMATION ASSISTANT**

1. Name and Address (in Block Letters)
2. Date of Birth (in Christian era)
3. Date of retirement under Central/State Govt. rules
4. Educational Qualifications
5. Whether educational and other qualifications required for the post are satisfied, (if any qualification has been treated as equivalent to the one prescribed in the rules, state the Authorities for the same).
6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.

Qualifications and Experience required for the post	Qualifications and Experience acquired by the applicant

7. Details of employment, in chronological order, enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient :

Office/Institution /Organization	Post Held		To	Scale of Pay & Basic Pay	Nature of Duties.

8. Nature of present employment (ad-hoc/temp./permanent/Quasi-permanent)
9. In case present employment held on deputation/contract basis please state: -
  - a) The date of initial appointment
  - b) Period of appointment on deputation/contract
  - c) Name of the parent office/organization

10. Additional details about present employment:

Please state whether working under:

- (a) Central Govt.      (b) State Govt.      (c) Union Territory
- (d) Autonomous Org. (e) Statutory Org. (f) Public Sector Undertaking
- (g) University      (h) Recognised Research Institution

11. Are you in a revised scale of pay, if yes,  
The date from which date the revision took place:

12. Total emoluments per month drawn now:

13. Additional information, in any, which would you like to mention for your suitability for the post.  
Enclosed a separate sheet if the space is insufficient.

14. Whether belongs to SC/ST.

15. Remarks

Signature of the candidate  
Address \_\_\_\_\_

Date:  
Place:  
Counter signed by the employer \_\_\_\_\_