

F.No. 17020/02/2019/SCD-VI
Dr. Ambedkar International Centre
Department of Social Justice and Empowerment
Ministry of Social Justice and Empowerment
Govt. of India

15, Janpath, New Delhi
12th March, 2021

CIRCULAR

Applications are invited for filling up of the following post in the Dr. Ambedkar International Centre, Ministry of Social Justice and Empowerment, New Delhi-110001, on deputation basis from suitable candidates who fulfill the eligibility conditions as shown below:

S.No.	Name of Post	No. of Posts	Pay Scale (Rs.)	Eligibility Conditions
1.	Library and Documentation Officer	01	PB.4 – Rs. 37400-67000 + GP 8700 (Level -13)	<p>Officers under the Central Government or State Government or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertaking or Semi Government or Statutory or Autonomous Organization and holding:-</p> <p>(i) Holding analogous posts Pay Band-4 (Rs. 37400-67000) with Grade Pay of Rs. 8700 on regular basis; (or)</p> <p>(ii) With five years' regular service in the posts Pay Band - 3 Rs. 15600-39100 Grade Pay Rs. 7600/- or equivalent;</p> <p>(iii) With ten years' regular service in the posts Pay Band - 3 Rs. 15600-39100 Grade Pay Rs. 6600/- or equivalent;</p> <p>Possessing the following educational qualification and experience:-</p> <p>Bachelor Degree in Library Science or Library and Information Science from a recognized University with 15 years of professional experience in a Library under Central / State/UT Government / Autonomous or Statutory Organization / PSU/ University or Recognized Research or Educational Institution.</p>

2. Period of deputation including in another ex-cadre post held immediately preceding this appointment in the same organization / department shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.

3. The pay of the officer selected will be regulated in accordance with DoPT & OM No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010, as amended from time to time.

4. The selected officers will be on deputation for a period of three years initially which can be curtailed or extended further, depending upon the requirement and with the consent of the officer and approval of the leading department. The usual deputation terms will apply.

5. The application in the enclosed proforma (can be down loaded from the website of DAIC i.e. daic.gov.in and the official website of Ministry of Social Justice and Empowerment i.e. socialjustice.nic.in) from eligible officers who can be spared in the event of the selection may be forwarded through proper channel to the undersigned before **28th April, 2021** with (a) up-to-date ACR Dossiers of the candidate concerned or attested photocopies of the annual confidential reports for the last five years; (b) Vigilance Clearance Report clearly indicating that no disciplinary or criminal proceedings are either pending or contemplated against the officer concerned; (c) Statement showing the minor/major penalties imposed, if any, and (d) Integrity Certificate.

6. Recruitment Rules (RR) for the post of Library and Documentation Officer (LDO) is attached at page 9-10. In case of any Queries/Clarification the details given at RR shall be considered as final.

7. Application in the prescribed format (As per Annexure- I, II, III, IV, and V) may be submitted in the O/o Director, DAIC, 2nd Floor, 15, Janpath, New Delhi-110001).

(Vikas Trivedi)
Director, DAIC

निदेशक / Director

डॉ अम्बेडकर अंतर्राष्ट्रीय केन्द्र

Dr. Ambedkar International Centre

सामाजिक न्याय और अधिकारिता मंत्रालय

Min. of Social Justice & Empowerment

भारत सरकार, नई दिल्ली

Govt. of India, New Delhi

- To,
- 1) All Ministries / Department of Government of India.
 - 2) All Chief Secretaries States/ UTs.
 - 3) All Central / State Universities or Institutions.
 - 4) CGDA, Office of the CGDA, Ulan Batar Road, Palam, Delhi Cantt. – 110010.
 - 5) Controller General of Accounts, Office of Controller General of Accounts, Ministry of Finance, Lok Nayak Bhawan, Khan Market, New Delhi-110002.
 - 6) Director General of Audit (Central Expenditure), Office of the Director General of Audit (Central Expenditure). Room no. 206, 2nd Floor, AGCR Building, I.P. Estate, New Delhi-110002.
 - 7) Comptroller and Auditor General of India, Office of the Comptroller and Auditor General of India, Pocket-9, Deen Dayal Upadhyaya Marg, New Delhi-110124.
 - 8) Director (CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi- with the kind request to upload this circular on DoPT's website for wider Circulation.
 - 9) Employment News, Ministry of Information and Broadcasting, East Block-IV, Level-5, R.K. Puram.

ANNEXURE - I

CURRICULAM VITAE PROFORMA

1. Name and address (In Block LETTER):
2. Applied for the post of:
3. Date of Birth (DD/MM/YY):
4. Educational Qualifications:
5. Whether belongs to SC/ST:
6. Experience possessed:
7. Date of retirement under Central/State Government rule:
8. Contact Number:
9. E-mail:
10. Qualification/ Experience Required as per format given below:

Qualifications Required	Qualifications possessed by the Officer
Essential	
Desirable	

Experience Required	Experience possessed by the Officer
Essential	
Desirable	

10(a). State clearly in light of entries made by you at para 10 above whether you qualify for post applied: Yes / No.

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

OFFICE/ INSTITUTE/ ORGANISATION	POST HELD AND SERVICE/ CADRE TO WHICH IT BELONGS	FROM	TO	PAY IN THE PAY BAND AND CLASSIFICATION OF POST	NATURE OF DUTIES
(1)	(2)	(3)	(4)	(5)	(6)

✓ Nature of Present employment, i.e.

1. Ad-hoc basis
2. Regular /on temporary basis
3. Pay in the Pay band
4. Grade Pay drawn

13. 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
- c) Name of the parent office / organization to which you belong.

14. Additional details about present employment, please state whether working under:

- a) Central Government
- b) State Government
- c) Autonomous Organization
- d) Government Undertaking
- e) Universities

15. Are you in revised pay structure: If yes, give the date from which the revision took place and also indicate the pre-revised scale.

16. Total emoluments per month now drawn.

17. 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.

18. Remarks.

19. It is certify that above information is/are best of my knowledge.

(Signature of Candidate)

Date:

ANNEXURE - II

VIGILANCE CLEARANCE CERTIFICATE

Certified that no Vigilance case of disciplinary proceedings or criminal proceedings is either pending or contemplated againstWho has applied for the post of in the Dr. Ambedkar International Centre on deputation basis.

(Authorised Signatory)

Name & Office Seal:

Date:

(Not below the rank of Deputy Secretary)

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Report/ Annual Performance Appraisal Reports of..... Who has applied for the post ofin the Dr. Ambedkar International Centre on deputation basis, it is certified that his / her integrity is beyond doubt.

(Authorised Signatory)

Name & Office Seal:

Date:

(Not below the rank of Deputy Secretary)

ANNEXURE - IV

ACR DOCUMENTS (DULY SIGNED BY CONCERNED AUTHORITY)

Copy of Last 5 years ACR of Shri/ Ms./ Mrs.
..... who has applied for the post of
.....in the Dr. Ambedkar International Centre on
deputation basis, is enclosed herewith.

(Authorised Signatory)

Name & Office Seal:

Date:

(Not below the rank of Deputy Secretary)

ANNEXURE – V

NO PENALTY CERTIFICATE

Certified that no minor/major penalty has been imposed during the last 10 years on Who has applied for the post ofin the Dr. Ambedkar International Centre on deputation basis.

(Authorised Signatory)

Name & Office Seal:

Date:

(Not below the rank of Deputy Secretary)

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[भाग IV]

भारत का राजपत्र : अध्यादेश

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Method of Recruitment whether by direct recruitment or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made
10	11
Transfer or deputation (including short term contract)	<p>Transfer on deputation (including Short-term contract): Officers under the Central or State Govt./Union Territories/Universities/Recognized Research Institutions/Public Sector Undertakings/Autonomous, semi Govt. or Statutory Organizations etc.</p> <p>(a) (i) Holding analogous posts Pay Band-4 (Rs. Ra. 37400-67000) with Grade Pay of Rs. 8700 on regular basis; or</p> <p>(ii) With five years' regular service in the posts Pay Band-3 (Rs. 15600 - 39100) with Grade Pay of Rs. 7600 or equivalent ;</p> <p>(iii) With ten years' regular service in the posts Pay Band-3 (Rs. 15600 - 39100) with Grade Pay of Rs. 6600 or equivalent ;</p> <p>(b) Possessing the following educational qualification, experience - Bachelor Degree in any subject from a recognized University with 15 years of administrative/academic/managerial experience. Desirable-Experience of accounts related/financial advice work. (Period of deputation including in another ex-cadre post held immediately preceding this appointment in the same organisation/department shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications). Note: For the purpose of computing minimum qualifying service for the promotion, the service rendered on a regular basis by an officer prior to 01.01.2006/the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade/pay scale extended based on the recommendations of the Commission. For the purposes of appointment on deputation/absorption basis the service rendered on a regular basis by an officer prior to 01.01.2006/the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended shall be deemed to be service rendered in the corresponding grade pay/pay scale extend based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with common grade pay/pay scale, and where this benefit will be extended only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any upgradation.</p>

If Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
12	13
Not applicable	Consultation with UPSC is not necessary.

Name of the Post	Number of Post	Classifica- tion	Pay Band and Grade Pay/Pay Scale	Whether Selection post or non- selection post	Age limit for direct recruits
1	2	3	4	5	6
Library and Documentation Officer (DAIC)	1 (One)* * Subject to variation dependent on workload.	General Central Service; Group 'A'; Gazetted? Non-Ministerial	Pay Band-4 Rs. 37400-67000; Grade Pay: Rs. 8700/-	Not applicable	Not applicable

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees	Period of probation, if any.
7	8	9
Not applicable	Not applicable	Not applicable

Method of Recruitment whether by direct recruitment or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made
10	11
Transfer on deputation(including short term contract)	<p>Transfer on deputation (including Short-term contract): Officers under the Central or State Govt./Union Territories/Universities/Recognized Research Institutions/Public Sector Undertakings/Autonomous, semi Govt. or Statutory Organizations etc.</p> <p>(a) (i) Holding analogous posts Pay Band-4 (Rs. Rs. 37400-67000) with Grade Pay of Rs. 8700 on regular basis), or</p> <p>(ii) With five years' regular service in the posts Pay Band-3 (Rs. 15600 - 39100) with Grade Pay of Rs. 7600 or equivalent ;</p> <p>(iii) With ten years' regular service in the posts Pay Band-3 (Rs. 15600 - 39100) with Grade Pay of Rs. 6600 or equivalent ;</p> <p>(b) Possessing the following educational qualification, experience -</p> <p>Bachelor Degree in Library Science or Library & Information Science from a recognized University with 15 years of professional experience in a Library under Central/State/UT Government/Autonomous or Statutory organization/PSU/University or Recognized Research or Educational Institution.</p> <p>(Period of deputation including in another ex-cadre post held immediately preceding this appointment in the same organisation/department shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications).</p> <p>Note: For the purpose of computing minimum qualifying service for the promotion, the service rendered on a regular basis by an officer prior to 01.01.2006/the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade/pay scale extended based on the recommendations of the Commission. For the purposes of appointment on deputation/absorption basis the service rendered on a regular basis by an officer prior to 01.01.2006/the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended shall be deemed to be service rendered in the corresponding grade pay/pay scale extend based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with common grade pay/pay scale, and where this benefit will be extended only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any upgradation.</p>