

No. A-12025/1/2025-SA

Government of India

Ministry of Consumer Affairs, Food & Public Distribution

Department of Food & Public Distribution

INDICATIVE VACANCY CIRCULAR

Applications are invited from the eligible officers for filling up the post of **Assistant Library and Information Officer**, a General Central Service, Group 'B' Gazetted, Non-Ministerial post in Level-7 of the Pay Matrix at National Sugar Institute, Kanpur - a subordinate office of the Department of Food & Public Distribution, Ministry of Consumer Affairs, Food & Public Distribution, by Composite Method: Deputation (including short-term contract) or Promotion. Details of the post, eligibility conditions etc. may be accessed from the Department's website: **www.dfpd.nic.in**

2. Applications of only such officers/candidates will be considered as are routed through proper channel and are accompanied by:-

(i) * Bio-data - each page of the Bio-data and all supporting documents to be attested by an officer not below the rank of Under Secretary and certified by the Employer/ Cadre Controlling Authority.

(ii) Photocopies of APARs for the last five (5) years duly attested on each page by an officer not below the rank of Under Secretary.

(*) as per prescribed proforma available on the website.

3. Applications of suitable and eligible officers and who can be spared immediately in the event of selection may be sent directly to the **Under Secretary (SA), Department of Food & Public Distribution, Ministry of Consumer Affairs, Food & Public Distribution, (Room No. 476), Krishi Bhawan, New Delhi-110001** within a period of 60 days from the date of publication of this advertisement in the **Employment News**. Unemployed and private candidates are not eligible; therefore, they need not apply.

(Suresh Kumar Nayak)

Deputy Secretary to the Government of India



File No.....
Ministry of Consumer Affairs, Food & Public Distribution
Department of Food & Public Distribution

Krishi Bhawan, New Delhi, the.....

VACANCY CIRCULAR

Applications are invited from the eligible candidates for appointment to the post of Assistant Library and Information Officer, General Central Service Group 'B' Gazetted, Non-Ministerial Post in Pay Matrix Level-7, Cell-1, Rs. 44,900-1,42,400/- (as per 7th CPC), by **Composite method: Deputation (including short-term contract) or Promotion** basis at National Sugar Institute, Kanpur Ministry of Consumer Affairs, Food & Public Distribution, Department of Food & Public Distribution, Kanpur. The post of Assistant Library and Information Officer is to be filled up by Composite method: Deputation (including short-term contract) or Promotion from amongst candidates Officials of the Central Government fulfilling the following:-

Composite Method: Deputation (including short-term contract) or promotion:

Officers of the Central Government or State Governments or Union territory Administrations or autonomous body or statutory organizations or public sector undertakings or recognized University or recognized research institutions:-

- (a) (i) holding analogous post on regular basis in the parent cadre or Department; or
- (ii) with five years' service rendered after appointment to the post on a regular basis in Level-6 in the pay matrix (Rs 35,400-1,12,400/-) or equivalent in the parent cadre or Department; and
- (b) possessing the following educational qualifications and experience, namely:-
 - (i) Bachelor's degree in Library Science or Library and Information Science from a recognised University or Institute;
 - (ii) Two years professional experience in Library under the Central Government or State Government or Union territory Administrations or autonomous body or statutory organization or public sector undertaking or recognized University or recognized research or institutions.

Note 1:- Departmental Library and Information Assistant in level-6 in the pay matrix (Rs. 35,400-1,12,400/-) with five years regular service in the grade and having the educational qualifications and experiences prescribed for considering appointment on deputation basis is considered alongwith outsiders. If the departmental candidate is selected for appointment to the post; it shall be treated as having been filled by promotion.

Note 2:- The period of deputation (including short-term contract), including the period of deputation (including short-term contract), in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years.

Note 3:- The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years' as on the last date of receipt of applications.

The place of posting will be National Sugar Institute, Kanpur (Uttar Pradesh) but libel to be posted anywhere in India.

No application without proper channel will be entertained.

Candidates who once apply for the post will not be allowed to withdraw their candidature later subsequently.

GENERAL INSTRUCTIONS FOR FORWARDING AUTHORITY:-

1. Please ascertain while forwarding the application that the particulars furnished by the officer has been verified & certified and are found correct and that no disciplinary/ vigilance case is pending or contemplated against the officer and that no major/ minor penalty has been imposed on the officer during the service period under Central Civil Services (Control, Classification & Appeal) Rules, 1965.
2. The applications (in duplicate) in the enclosed proforma, in respect of the candidates, who fulfill the requirement, may be forwarded to Deputy Secretary (SA) Govt. of India. Ministry of Consumer Affairs, Food and Public Distribution, Department of Food & Public Distribution, Krishi Bhawan, New Delhi-110001 after duly countersigned by the Head of Department/ Concerned cadre controlling authority authorized to sign on his behalf, along-with the following documents:-
 - (i) APAR/A.C.R. Dossier for the last five years in original. In case the original APAR/A.C.R. cannot be spared, photocopies of the same duly attested by an officer not below the rank of Under Secretary to the Govt. of India may also be forwarded.
 - (ii) Vigilance Clearance Certificate.
 - (iii) Integrity Certificate.
 - (iv) A certificate to the effect that no major/ minor penalty has been imposed to the officer during the service period under Central Civil Services (Control, Classification and Appeal) Rules 1965.

The application completed in all respects should reach at the address mentioned at (2) above within 60 days from the date of publication of this advertisement in the Employment News. Applications received after last date or without document mentioned above or otherwise found incomplete will not be considered.

Deputy Secretary

Encl: Proforma Bio-Data.

Post applied for -

Annexure-II

BIO-DATA CURRICULUM VITAE PROFORMA

1.	Name and Address (In Block Letters)		
2.	Date of Birth (in Christian era)		
3.i.	Date of entry into service		
ii.	Date of retirement under Central/ State Government 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 authority for the same)		
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular		Qualifications/ experience possessed by the officer	
Essential		Essential	
A)	Qualification	A)	Qualification
B)	Experience	B)	Experience
Desirable		Desirable	
A)	Qualification	A)	Qualification
B)	Experience	B)	Experience
<p>5.1. Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department/ Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2. In the case of Degree and Post Graduate Qualifications Elective] main subjects and subsidiary subjects may be indicated by the candidate.</p>			
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.		
6.1.	<p>Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate-(as indicated in the Bio-data) with reference to the post applied.</p>		

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

Office/ Institution	Post held on regular basis	From	To	* Pay Band and Grade Pay/ Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

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*** Important:** Pay-band and Grade Pay granted under ACP/ MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay Scale of the post held on regular basis to be mentioned. Details of ACP/ MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/ Institution	Pay Band, Band Pay and Grade Pay drawn under ACP/ MACP Scheme	From	To

8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9.	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 the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p>9.1. Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2. Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization.</p>				
10.	If any post held-on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government* b) State Government			

	c) Autonomous Organization d) Government Undertaking e) Universities f) Others	
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
13.	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	
14.	Total emoluments per month now drawn	
	Basic Pay in PB	Grade Pay
		Total Emoluments
15.	In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed	
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ Interim relief/ other Allowances etc. (with break-up details)
		Total Emoluments

16.A.	Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)	
16.B.	Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/ Scholarships/ Official Appreciation (iii) Affiliation with the professional bodies/ Institutions/ societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ Innovative measure involving official recognition (vi) any other information. (Note: Enclose a separate sheet, if the space is insufficient)	
17.	Please state whether you are applying	

	for deputation (ISTC)/ Absorption/ Re-employment Basis. #(Officers under Central/ State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)	
	# (The option of 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18.	Whether belongs to SC/ ST	

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Signature of the candidate

Address _____

Date _____

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the enclosed application by Shri/ Smt. _____ are true and correct as per the facts available on records. He/ She possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/ she will be relieved immediately.

2. Also certified that:-

- There is no vigilance or disciplinary case pending/ contemplated against Shri/ Smt. _____
- His/ Her integrity is certified.
- His/ Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)