

3666 / RB
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No. ERB-I/2011/3/8

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

मुख्य कार्मिक अधिकारी का कार्यालय
Office of the Chief Personnel Officer
आई.आर.नं.
I.R. No. [REDACTED]
07 JUL 2011
79639
सयारी डिव्वा कारखाना चेन्नै-3815
Integral Staff Dated 02.07.2015

CIRCULAR

Sub: Filling up the post of Assistant Library and Information Officer/ NRM, New Delhi in Pay Band 2 Grade ₹ 9300-34800/- plus Grade Pay ₹ 4600/-

It is proposed to fill up the post of Assistant Library and Information Officer/ National Rail Museum, New Delhi (in Pay Band 2 Grade ₹ 9300-34800 plus Grade Pay ₹ 4600/-) on *ad-hoc* deputation basis initially for one year from amongst :-

Officers of the Railway Board/Zonal Railways:

- (a) (i) Holding analogous posts on regular basis; or serving in the Pay Band-2 ₹ 9300-34800 plus Grade Pay ₹ 4200 or equivalent with regular service of at least 2 years; and
(b) Possessing the following educational qualifications and experience:

Essential:

- (i) Bachelor's Degree of a recognized University or equivalent;
(ii) Diploma in Library Science of a recognized University/Institute or equivalent;
(iii) Preference will be given to candidate with Ph.D Degree.

Desirable:

- (i) Two years' professional experience in library science of Standing or two year teaching experience at graduate level (or above) or Degree/Diploma in Computer Application from a recognized University/Institute or equivalent.

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

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

(The crucial date of determining the educational qualification/other eligibility conditions shall be closing date for receipt of applications from the candidates).

2. The names of such officers, who are eligible in terms of the above specified conditions and are desirous of being considered for the post of Assistant Library and Information Officer/National Rail Museum/New Delhi, **may please be forwarded, in the prescribed proforma enclosed at Annexure-A, alongwith their Confidential Reports (APARs) or**

..2/-

certified copies of Confidential Reports for the last 5 years including the latest, D&AR/SPE/Vigilance clearance reports, Integrity Certificate, etc., so as to reach the undersigned by 14.08.2015 in Room No. 536-A, Rail Bhavan, Raisina Road, New Delhi-110001.



(Adesh Kumar)

Under Secretary (Estt)II
Railway Board



DA: One proforma

ANNEXURE-A

BIO-DATA (PROFORMA)
(To be furnished in duplicate)

Application for the post of _____

1. Name and Address in Block letters
2. Date of Birth (In Christian Era)
3. Educational Qualifications:
4. 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

Qualifications/
Experience possessed
By the officer

Essential i)

ii)

5. Please state clearly whether in the light of entries made by you, you meet the requirements of the post.
6. Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient

Office/Instt/ Orgn	Post held	From	To	Scale of Pay	Nature of duties
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7. Name of present post held

8. Nature of present post held –
Whether ad-hoc, temporary or permanent.
9. Post holding on regular basis, Scale of pay therein
and date from which it is being held on regular basis
10. In case the present employment is held on
deputation basis please state:
- a) The date of initial appointment
 - b) Period of appointment on deputation
 - c) Name of the parent office/organization
to which you belong.
11. 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.
12. 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.
13. Whether you belong to SC/ST
14. Remarks, if any.

Date:

Signature of the candidate

Address:

Certificate to be recorded by the employer while forwarding the application:-

- 1) Certified that the particulars of the officer has been verified and found to be correct. The date of his empanelment in the present substantive grade of _____ is _____.
- 2) It is also certified that he is clear from vigilance angle and no disciplinary proceedings are either pending or/and contemplated against Shri _____. Integrity of the officer is beyond doubt. The up-to-date CR dossiers in respect of Shri _____ are enclosed herewith. A certificate regarding major/minor penalties imposed on the candidate, during the last 10 years, and cadre clearance is also enclosed.

Signature of Head of the Dept.
(with office seal / stamp)

Date: