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भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(एक आईएसओ9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

Date: 9<sup>th</sup> November, 2020

To

1. The Secretary of all Ministries/ Departments of Government of India  
(As per standard list)
2. The Chief Secretaries of All State Governments/ Union Territories/  
Universities /recognised Research Institutions /Public Sector Undertakings /  
Autonomous Organisation /Statutory or Semi-Government.

**Subject:-Filling up of one post of Assistant Library and Information Officer  
(ALIO) on deputation basis in the Institute of Secretariat Training &  
Management, New Delhi – reg,**

Madam/Sir,

I am directed to say that the Institute of Secretariat Training and Management (ISTM), New Delhi proposes to fill up the one post of Assistant Library and Information Officer (ALIO) on deputation basis in the Level-7 (Rs. 9300-34800) of the pay matrix in ISTM from amongst suitable and eligible officers working under Central Government/State Government/ Union Territories/ Universities /recognised Research Institutions /Public Sector Undertakings / Autonomous Organisation /Statutory or Semi-Government. The eligibility conditions, qualifications and experience required for the post and other details are given in **Annexure-I**.

2. It is requested that applications (in quadruplicate) of suitable and eligible officers and who can be spared immediately in the event of selection may be sent to **Smt. Anita Bilung, Under Secretary (Training) Training Division, Block-IV, 3<sup>rd</sup>Floor, JNU (OLD) Campus, New Delhi-110067** within a period of **60 days** from the date of publication of this advertisement in the Employment News/ Rozgar Samachar.

Continued...2/-

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प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),  
ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067 / OLOF PALME MARG, NEW DELHI - 110067  
दूरभाष / TELEPHONE - 011-26104038; टेलीफैक्स / FAX - 011-26104183

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3. Applications of only such officers/candidates will be considered which are routed through proper channel and are accompanied with (i) Bio-data (in quadruplicate) in the proforma as given in **Annexure-II** and (ii) Cadre Clearance.
4. Applications received after the closing date or without prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected. Officers in case of selection for the post will not be allowed to withdraw their candidature subsequently.
5. Before forwarding the applications, Competent Authority must certify that information furnished by the applicants are verified with their Service record and found correct and should also countersign the application with the office seal. It may also be confirmed that in the event of selection for appointment, the officer concerned will be relieved of his/her duties.
6. This may please be given wide circulation in various units of your organization.

**Encl.: Annexure I & II**

Yours faithfully,



(Agam Aggarwal)  
Deputy Director (Admn)

Copy to:

1. Smt. Anita Bilung, Under Secretary (Training), Training Division, DoPT, Block-IV, 3<sup>rd</sup> Floor, JNU(OLD) Campus, New Delhi-110067
2. NIC, DoPT with request to upload the same on DoPT's website.

अगम अग्रवाल / AGAM AGGARWAL  
उप निदेशक (प्रशासन) / Deputy Director (Admin)  
सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान  
Institute of Secretariat Training and Management  
व्यक्तिगत और प्रशिक्षण विभाग / Department of Personnel & Training  
नई दिल्ली / Government of India, New Delhi

ANNEXURE-I

1.	Name of Post	Assistant Library and Information Officer,
2.	Number of Post	1 (One)
3.	Date from which vacant	10-08-2019
4.	Classification	General Central Service Group 'B' (Gazetted), Non-Ministerial
5.	Pay Band/Pay Scale	Level 7 in the Pay Matrix
6.	Period of Deputation	The period of deputation including period of deputation in another ex-cadre post, held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not exceed 3 years.
7.	Duties and responsibilities of the post	In-charge of books (acquisition of books, technical processing, circulation-issue and return etc.), procurement and renewal of journals/magazines, newspapers and maintenance of stock registers, volume numbering works, Preparation of list of books to be purchased for the library every year, weeding out of the books in the store room and sorting out the books for binding, maintenance of overdue register and issue of periodical reminders for non-return of books, filling of catalogue cards, collection of money on loss of books by members and remittance in the Sub-Treasury/ Bank, Maintenance of Cash Book, Maintenance of Building and furniture, Motivating the employees to utilize the Library, Auction sale of old newspapers / magazines and other works allotted to the official by the Institute from time to time.
8.	Qualifications, Experiences and Eligibility required for the post	<p>Deputation (including Short Term Contract)/ Absorption Officers under the Central Government or State Governments or Union territories or Public Sector Undertakings or Autonomous Organisations:</p> <p>(a) i. holding analogous post on regular basis; or ii. with five years regular service in the Level 6 in the Pay Matrix or equivalent in the parent cadre or department and</p> <p>(b) Processing the following educational qualifications and experience: -</p> <p><b>Essential</b></p> <p>(a) i. Degree of recognised University; ii. Bachelor's Degree or equivalent diploma in Library Science of a recognised University/ Institute; and iii. Two years experience in a Library or Diploma in Computer Applications from a recognised University or Institute</p> <p><b>For Armed Forces Personnel: - Deputation/ Re-employment (For Ex-Servicemen)</b> The Armed Forces Personnel of the rank of Junior Commissioned Officer or equivalent who are due to retire or to be transferred to reserve within a period of one year and have the qualifications and experience prescribed for deputationists shall also be considered. If selected, such officers will be given deputation terms up to the date on which they are due</p>

		<p>for release from the Armed Forces; thereafter they may be continued on re-employment basis. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be on re employment basis (re-employment up to the age of superannuation will reference to civil posts).</p> <p>Note 1: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 2: The maximum age limit for appointment on deputation (including short term contract) shall not be exceed fifty six (56) years as on the closing date of the receipt of applications.</p> <p>Note 3: The service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the 7<sup>th</sup> CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding Level in the Pay Matrix extended based on the recommendations of the Commission .</p>
9.	Age	Not exceeding 56 years as on the closing date of receipt of applications.

**APPLICATION FOR THE POST OF ASSISTANT LIBRARY AND INFORMATION  
OFFICER IN ISTM**

**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)	
<b>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/ experience possessed by the officer</b>
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the <b>Administrative Ministry/Department/Office</b> 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 <b>by the candidate</b>.</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.	
<b>6.1 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.</b>	

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	* Level in the Pay Matrix pay Band and Grade Pay/Pay Scale of the Post held on regular basis	Nature of Duties (in details) highlighting experience required for the post applied for

**\* 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, Pay Band, 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><b>9.1 Note:</b> 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><b>9.2 Note:</b> Information under Column 9(c) &amp; (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/ organisation</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
<p><b>11. Additional details about present employment:</b></p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <ul style="list-style-type: none"> <li>a) Central Government</li> <li>b) State Government</li> <li>c) Autonomous Organisation</li> <li>d) Government Undertaking</li> <li>e) Universities</li> <li>f) Others</li> </ul>			
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 emolument per month now drawn			
Basis Pay in the PB/Level in the Pay Matrix	Grade Pay		Total Emoluments

<p><b>15.</b> In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.</p>		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/ other Allowances etc., (with break-up details)	Total Emoluments
<p><b>16.A Additional information</b>, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(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)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p><b>16.B Achievements:</b></p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards / Scholarships / official Appreciation</p> <p>(iii) Affiliation with the professional bodies/ institutions/ societies and;</p> <p>(iv) Patents registered in own name or achieved for the organisation</p> <p>(v) Any research/ innovative measure involving official recognition</p> <p>(vi) any other information.</p> <p><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>		
<p><b>17.</b> 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 Organisations are eligible only for Short Term Contract)</p>		
<p># (The option of 'STC'/ 'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")</p>		
<p><b>18.</b> Whether belongs to SC/ST</p>		



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 the 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 above application by the applicant 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;**

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. \_\_\_\_\_
- ii) His/ Her integrity is certified.
- iii) 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.
- iv) 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)**