

No. A-12034/4/2024- E.II  
Government of India  
Ministry of Agriculture & Farmers Welfare  
Department of Agriculture & Farmers Welfare  
(Establishment-II Section)

Krishi Bhawan, New Delhi  
Dated: 07/03/2024

**VACANCY CIRCULAR**

Subject: Filling up one (01) anticipated vacancy of Assistant Library and Information Officer in the scale of PB-2 Rs. 9300-34800 with Grade Pay of Rs. 4600 (Level-7 as per 7th CPC) in Department of Agriculture and Farmers Welfare on Deputation or Absorption basis-reg.

**1. Details of Post:**

- I. **Name of the post:** Assistant Library and Information Officer
- II. **Number of posts:** 1 (One)
- III. **Classification of post:** General Central Service, Group 'B', Gazetted, Non-Ministerial
- IV. **Pay Scale:** PB-2 Rs. 9300-34800 with Grade Pay of Rs. 4600 (i.e. Level 7 as per 7<sup>th</sup> CPC)
- V. **Age Limit:** Not exceeding 56 years on the closing date of receipt of applications.

**2. Eligibility Conditions for appointment:**

**(i) Deputation or Absorption:**

Officer under the Central Government or State Government or Union Territories:-

- (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or
- (ii) with five years service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band-2, Rs. 9300-34800 with Grade Pay Rs. 4200 or equivalent in the parent cadre or department; and
- (b) Possessing the educational qualifications and experience mentioned as under:

**Essential:**

- (i) Bachelor's Degree in Library Science of Library and Information Science of a recognized University or Institute;
- (ii) Two Years' Professional experience in a Library under Central Government or State Government or Autonomous or statutory organization or Public Sector undertaking or University or a recognized Research or Educational Institution.

**Desirable:**

- (i) Masters' Degree in Library Science or Library and Information Science of a recognized University or institute.
- (ii) Diploma in computer applications from a recognized university or institute.

**3. Place of posting:** New Delhi.

**4. Regulation of Pay and other terms of Deputation:**

The pay of the selected candidate will be regulated under the provisions contained in Department of Personnel and Training's OM No. 6/08/2009-Estt.-(Pay.II) dated 17.06.2010 as amended from time to time. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not to exceed three years.

**5. Duties and responsibilities attached to the post:**

1. To function as overall in-charge of the library, Supervise the work of the staff members of the library.
2. Arrangement of procuring books, newspapers, periodicals and other documents as per procedures.
3. Attend the reference queries in person, telephone and dak.
4. Organizing Library Committee meetings, preparation of minutes and implementation of decisions taken therein.
5. To attend all files submitted by Junior Staff.
6. Preparation of Library budget.
7. Arrangement of books/periodicals on Inter Library Loan from other Libraries.
8. Handling of audit objections.
9. Write-off of books.
10. Binding of Books.
11. Weeding out of old books.
12. Classification of books.
13. Computerization of Library records etc.

6. Applications of only such officials/candidates will be considered which are routed through proper channel and are accompanied by (i) bio data (in triplicate) as per Proforma (Annexure-I) (ii) Photocopies of ACRs/APARs for the last five years, if applicable, duly attested (Signed and Stamped) on each page by an officer not below the rank of Under Secretary to the Government of India (iii) Vigilance Clearance Certificate, Integrity Certificate, No Penalty Certificate or a Statement giving detail of Major or Minor penalties imposed on the officers, if any, during the last 10 years as per Proforma (Annexure-II). It may also be verified and certified that the particulars furnished by the official are correct.

Complete advertisement together with Bio-data format (Annexure-I) and certificates to be furnished by employer (Annexure-II) etc. are available on the Department of Agriculture and Farmers Welfare website- <https://agriwelfare.gov.in/> (Click on Recruitment Tab).

Applications of suitable and eligible officials and who can be spared immediately in the event of selection may be sent to the Under Secretary (Pers.II), Department of Agriculture, Cooperation and Farmers Welfare, Room No.37A, Ground Floor, Krishi Bhawan, New Delhi-110001 within a period of **60 days** from the date of publication of this Advertisement in the Employment News.

Advance copies of applications or those received after the prescribed closing date or not accompanied with the required certificates/documents are liable to be rejected.

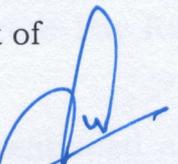


(U. K. Sah)

Under Secretary to the Govt. of India

To:-

1. All Ministries/Departments of Govt. of India. It is requested that the vacancy may please be given wide publicity in their subordinate and attached offices.
2. Principal Secretary/Secretary (Agriculture), All State Governments/ Administration of all Union Territories.
3. All Organizations of the Department of Agriculture and Farmers Welfare.
4. AS(Admn.)/Director(Pers.)/ DS(GA), DA&FW.
5. Copy to NIC for uploading the above circular in Department of Agriculture and Farmers Welfare's website.
6. Guard file/Spare Copies/Notice Board



(U. K. Sah)

Under Secretary to the Govt. of India