

SECRETARIAT OF THE  
ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001.

No. 181/6/2016

Dated: 02.09.2016

CIRCULAR

Sub: Filling up of one post of Assistant Library and Information Officer in Level 7 [Rs. 44,900-1,42,400/-] in the Secretariat of the Election Commission of India on deputation basis.

It is proposed to fill up one post of Assistant Library and Information Officer in the Level 7 [Rs. 44,900-1,42,400/-] in the pay matrix in the Secretariat of the Election Commission of India, New Delhi, on deputation basis.

2. Officers under the Central Government or State Government or Union Territories who are below 56 years of age as on closing date i.e. 17.10.2016 and possessing qualifications/experience laid down as under are eligible to apply for the post:

- (a) (i) Holding analogous post on regular basis in the parent cadre/department; or  
(ii) With five years regular service in post in the Pay Band-2 Rs.9300-34800/- with corresponding Grade Pay of Rs.4200/- (pre-revised scale) or equivalent and possessing the educational qualifications as below:-

- (i) Bachelor's Degree in Library Science or Library Information Science of a recognized university or Institute;  
(ii) Two years' professional experience in a Library under Central/ State Government/ Autonomous or Statutory organization/PSU/University or recognized Research or Educational Institution.

Desirable:-

Master's degree in Library Science of Library Information Science of a recognized University/Institution.

3. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the Election Commission of India or some other organization/ department of the Central Govt. shall not ordinarily exceed three years.

4. The applications in the enclosed proforma (Annexure-I), along with attested copies of ACR/APAR for the last 5 years of the officers who could be spared within 15 days in the event of

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his/her selection, may be forwarded to the undersigned Election Commission of India, 210, Connaught Place, Ashoka Road, New Delhi 110001 on or before **17.10.2016** strictly through proper channel. Applications received after the last date, not received through proper channel or otherwise found incomplete will not be considered.

6. The terms and conditions of deputation will be regulated under the provisions contained in the Deptt. of Personnel and Training O.M. No.6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.

The officers who apply for the post will not be allowed to withdraw their candidature subsequently.

7. The Commission reserves the right to withdraw the circular/cancel the appointment process at any time without assigning any reason.



(B. C. PATRA)  
UNDER SECRETARY

Copy To:

- (i) All Ministries/Departments of Govt. of India (As per list attached).
- (ii) All Chief Secretaries of State Govt/UTs (As per list attached).
- (iii) Standard Distribution.

### Employment Proforma

Form No. 1

1. Name of Applicant (Full Name)
2. Date of Birth (in Christian era)
3. Date of Birth (in B.P.)
4. Present Residential Address
5. Service to which belong
6. Whether belongs to SC/ST
7. Details of Employment (in chronological order). Enclose a separate sheet, duly authenticated by your signature if the space below is insufficient.

| <u>Office/Institution/Organ</u> | <u>Post held</u> | <u>From</u> | <u>To</u> | <u>Scale of Pay &amp; basic Pay</u> | <u>Nature of Duties</u> |
|---------------------------------|------------------|-------------|-----------|-------------------------------------|-------------------------|
|---------------------------------|------------------|-------------|-----------|-------------------------------------|-------------------------|

8. Nature of present employment i.e. ad-hoc or (Temporary) 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
10. Additional details about present employment. Please state whether working under:
  - (a) Central Government
  - (b) State Government
  - (c) Autonomous Organization
  - (d) Government Undertaking
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. Existing total emoluments drawn per month
13. 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.
14. Remarks

Signature of the candidate

Address:

#### Forwarding Note by the Employer:

It is certified that:

1. Information given in the above proforma is correct as per the service record of the applicant.
2. The applicant is clear from vigilance angle.
3. The integrity of the applicant is beyond doubt.
4. That no major/minor penalty has been imposed on the applicant in last 10 years.
5. The cadre controlling authority of the applicant has given its clearance for his applying for the above post.
6. The ACR Dossier of the applicant is enclosed with the application.

(Signature with seal of the authorized signatory  
On behalf of the employer)

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