

**VACANCY CIRCULAR**

**“Har Kaam Desh Ke Naam”**

**GOVERNMENT OF INDIA, MINISTRY OF DEFENCE  
(Office of Joint Secretary & Chief Administrative Officer)**

The following vacancy is required to be filled in Integrated Headquarters of Ministry of Defence (Army, Navy and Air), Defence Staff Headquarters and Inter Service Organisations as per details given below:-

Ser No	Name of Post, Classification & Level in the Pay Matrix	No. of Vacancy	Mode of Recruitment	Eligibility conditions and Qualification
1.	Library and Information Officer  (General Central Service, Group 'A' Gazetted, Non-Ministerial)  Level – 11 in the Pay Matrix	01	Deputation (including short term contract)  for a period of one year or till 31.12.2023	<b>Deputation (including short term contract) :</b>  Officers under the Central or State Governments or Union Territory Administration or Public Sector Undertakings or Statutory or Autonomous Organisations or Recognised Research Institution or Educational Institution :-  (a) (i) holding analogous posts on regular basis in the parent cadre or department ; or  (ii) with seven years' service in the grade rendered after appointment thereto on a regular basis in posts in the Level-7 in the Pay Matrix or equivalent in the parent cadre or department ; and  (b) possessing the following educational qualifications and experience :  <u>Essential</u>  (i) Masters' degree in Library Science or Library and Information Science of a recognised University or Institute.  (ii) Five years professional experience in a library under Central or State Governments or Autonomous or Statutory Organisation or Public Sector Undertakings or Universities or Recognised Research or Educational Institution.

Following  
25.05.2022

(Sd/-) (Sd/-) (Sd/-) (Sd/-) (Sd/-)  
Dy. Director, (Sd/-) (Sd/-) (Sd/-) (Sd/-) (Sd/-)  
Ministry of Defence, New Delhi-110011

→

				<p><u>Desirable</u></p> <p>(i) One year experience of computerising Library activities in a Library under Central or State Governments or Autonomous or Statutory Organisation or Public Sector Undertakings or Universities or Recognised Research or Educational Institution.</p> <p>(ii) One year professional experience in the specific area of activities of the Integrated Headquarters of Ministry of Defence (Army, Navy and Air), Defence Staff Headquarters and Inter Service Organisations.</p> <p>(iii) Diploma in computer application from a recognised University or Institute.</p>
--	--	--	--	---

2. Job Profile : Overall control and supervision of Library. Library organisation and administration. Reference Service. Member Secretary of Book Selection Sub-Committee. Purchase of books and subscription of journals. Scanning through journals and Supervision of indexing of important articles.

3. The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

4. The Period of deputation (including short term contract) including period of deputation (including short term contract) 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 four years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of receipt of applications. The appointment on deputation shall be governed by DOP&T OM No. 6/8/2009-Estt. (Pay-II) dated 17 Jun 2010 and its subsequent amendments, if any.

5. For the purpose of appointment on deputation(including short term contract) basis, the service rendered on a regular basis by an officer prior to 01.01.2006, the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding Grade Pay or Pay Scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common Grade Pay or Pay Scale and where this benefit will extend only for the posts for which that Grade Pay or Pay Scale is the normal replacement grade without any upgradation.

*Following*  
25.5.2012

जिब एम कोरिया / ZS MOIRENS  
Dy. Director, Part III  
संयुक्त सचिवालय  
ओ एस & सीओ  
110011  
Ministry of Defence, New Delhi

6. It is requested that the applications (in duplicate) in the enclosed proforma along with the complete and up-to-date CR dossiers or photocopies of ACRs/APARs of last five years (duly attested by an officer not below the rank of Under-Secretary) and Integrity Certificate (duly verified by an officer not below the rank of Deputy Secretary) of the officers who could be spared in the event of their selection may be sent so as to reach this office within 60 days of the date of publication of this advertisement in the Employment News. Applications received late or without the ACRs/APARs, Integrity Certificate, Cadre Clearance and Vigilance Clearance or otherwise found incomplete will not be considered. While forwarding the applications, it may

be verified and certified by the Cadre Controlling Authority that the particulars furnished by the officer are correct and that no disciplinary/vigilance case is pending or contemplated against the officer. It must also be certified that honesty and integrity of the officer is satisfactory and no major/minor penalty has been awarded to him during the last 10 years.

7. The Curriculum Vitae proforma can be downloaded from our website [www.caomod.nic.in](http://www.caomod.nic.in)

NOTE : CANDIDATES WHO ONCE APPLY FOR THE POST WILL NOT BE ALLOWED TO WITHDRAW THEIR CANDIDATURE.

No. A/39890/L-1/CAO/R-1

*Flouery*  
Deputy Director  
CAO/R-1 & R-3  
For JS & CAO

CBC 10107/11/0002/2425