

भारत सरकार
GOVERNMENT OF INDIA

CENTRAL RESEARCH INSTITUTE, KASaulI(HP) -173204
(Ministry of Health & Family Welfare/Dte. G.H.S., New Delhi)

दूरभाष /Tel No: 01792-273105, 273189,

संख्या/No.1-5/2023-Admn.
केन्द्रीय अनुसंधान संस्थान, कसौली (हि०प्र०)
CENTRAL RESEARCH INSTITUTE,
KASaulI (HP). Dated: ०४-११-२०२३

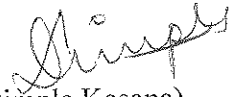
ABRIDGED ADVERTISEMENT NOTICE

Applications are invited from the eligible candidates for appointment on deputation basis to one post of **Assistant Library and Information Officer** in Central Research Institute, Kasauli in the pay Matrix level-7 (Rs.44900-142400) General Central services Group 'B' Gazetted (Non-Ministerial).

Only such applications which are complete in all respects and routed through Proper Channel will be considered.

Duly completed applications through proper channel should reach to the undersigned within 60 days of publication of this Notice in Employment News.

Detailed advertisement notice alongwith application format can be seen on Institute Website www.crikasauli.nic.in.


(Dr.Dimple Kasana)
Director.

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CENTRAL RESEARCH INSTITUTE,
KASAULI (HP). Dated:

Dated:-

ADVERTISEMENT

Applications are invited from the eligible candidates for appointment on deputation basis to the one post of **Assistant Library and Information Officer** in Central Research Institute, Kasauli in the pay Matrix level 7 (pre-revised pay Scale of Rs. 9300-34800 +Grade Pay 4600), General Central services Group 'B' Gazetted (Non-Ministerial). Application of only such Officer will be considered as are routed through proper channel in the prescribed proforma (Annexure-I), in duplicate. The post is to be filled by transfer on deputation as under :-

1. The Officer of the Central Government or State Government or Union territories or Autonomous or Statutory Organizations or Public Sector Undertakings or University or Recognized Research Institutions or Educational Institutes:-

- (a) i) Holding analogous posts on a regular basis ; or,
- ii) with 5 years' regular service in posts in Level-6 (Rs.35400-112400) in the Pay Matrix or equivalent ; and

(b) Possessing the following educational qualification and experience:-

ESSENTIAL:-

1. Bachelors Degree in Library Science or Library and information Science of a recognized University or Institute.
2. Two years' professional experience in a Library under Central Government or State Government or Union territories.

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.

Note 1. The Departmental Library and Information Assistant in Level-6 of pay matrix with five years' regular service in the grade and having the educational qualification and experience prescribed for deputationists shall also be considered along with outsiders. If he/she is selected for appointment to the posts, the same shall be treated as having been filled by promotion.

Note 2:-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 exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date receipt of application.

3. The person selected will be entitled to draw pay/ deputation allowance in accordance with the Department of Personal & Training, O.MM.No. 2/29/91-Estt. (Pay-II) dated 15.01.1994 as amended vide O.M. No. 2/8/97-Estt. (Pa-II) dated 11.03.98 & 12.11.98 and No. 6/8/2009 -Estt. (Pay II) dated 17.06.2010.
4. The applications of suitable officers who are willing and eligible for the post and who can be spared immediately in the event of selection may be forwarded, through proper channel, duly verified, to the undersigned within 60 days of publication in Employment News, in the prescribed Proforma, alongwith ACR/ APAR dossiers for the last 5 years as the case may be, Integrity certificate, vigilance clearance and statement giving details of major or minor penalties imposed on the officer, if any, etc.
5. The candidate once selected for the post, will not be allowed to withdraw the candidature under any circumstance. Incomplete applications shall not be entertained.


(Dr.Dimple Kasana)
Director.

BIO-DATA

Proforma

Name of the post applied for:-					
1.	Name and Address (in Block Letters)				
2.	Date of Birth(in Christian era)				
3.	(i) Date of entry into regular 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)				
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular			Qualifications/experience possessed by the officer		
Essential			Essential		
(A)Qualification			(A)Qualification		
(B)Experience			(B)Experience		
Desirable			Desirable		
(A)Qualification			(A)Qualification		
(B)Experience			(B)Experience		
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.				
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	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

8.	Nature of present employment i.e. Adhoc 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
9.1	Note: 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.		
9.2	Note :Information under Column9(c) &(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		
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column).		
(a)	Central Government		
(b)	State Government		
(c)	Autonomous Organization		
(d)	Government Undertaking		
(e)	Universities		
(f)	Others		
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 emoluments per month now drawn		
	Basic Pay in the PB as per 6 th CPC /Pay Level as per 7 th CPC	Grade Pay	Total Emoluments
15.	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 closed.		
	Basic Pay with Scale of Pay And rate of increment	Dearness Pay/interim relief/ other Allowances etc., (with break-up details)	Total Emoluments
16.A.	Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information)		
	(i) Academic qualifications		
	(ii) professional training and		
	(iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)		
16.B.	Achievements: The candidates are requested to indicate information with regard to;		
	(i) Research publications and reports and Special projects		
	(ii) Awards/ Scholarships/ Official Appreciation		
	(iii) Affiliation with the professional bodies/institutions/societies and;		
	(v) Any research/ innovative measure involving official recognition		
	(vi) Any other information.		
	(Note: Enclose a separate sheet if the space is insufficient)		

17.	Please state whether you are applying For deputation or short term contract.		
18.	Whether belongs to SC/ST		

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 3/8 years attested by an officer of the rank of Under Secretary of the Govt. of India or equivalents 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)