

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: 01792-272060, 272114.  
फैक्स /Fax No : 01792-273377, 272016,

संख्या/No.1-7/2017-Admn.  
केन्द्रीय अनुसंधान संस्थान, कसौली (हि0प्र0)  
CENTRAL RESEARCH INSTITUTE,  
KASAULI (HP). Dated: 29.03.2019


**ABRIDGED 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). Detailed advertisement notice alongwith application format can be seen on Institute Website [www.crikasauli.nic.in](http://www.crikasauli.nic.in).

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 45 days of publication of this Notice in Employment News.

CENTRAL RESEARCH INSTITUE,  
KASAULI (H.P.)-173204

  
(DR. Ajay Kumar Tahlan),  
DIRECTOR.

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CENTRAL RESEARCH INSTITUTE,  
KASALI (HP). Dated: 29.03.2019

**ADVERTISEMENT**

**Filling up of one post of Assistant Library and Information Officer in Central Research Institute, Kasali under Ministry of Health & family Welfare / Dte.General of Health Services on deputation basis.**

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, Kasali in the pay Matrix level 7 (Rs.44900-142400), General Central services Group 'B' Gazetted (Non-Ministerial). Duly completed applications will be considered as are routed through proper channel in the prescribed proforma (Annexure-1) in duplicate and should reach to the undersigned within 45 days of publication of this Notice in Employment News. 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 five years' regular services in posts in Level-6 (Rs.35400-112400) in the Pay Matrix or equivalent; and
- (b) possessing the following educational qualifications and experience.

**ESSENTIAL:-**

- (i) Bachelors Degree in Library Science or 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 Union territories.

**DESIRABLE:**

- (i). Master's 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 post, 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 of receipt of applications.

CENTRAL RESEARCH INSTITUTE,  
KASALI (H.P.)-173204

(DR. Ajay Kumar Tablan),  
DIRECTOR.

5/4/19  
30/3/19  
31/3/19  
3/4/19

**BIO-DATA**

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			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	From	To	*Pay Band and Grade	Nature of Duties
	Regular basis			Pay/Pay Scale of the post held on regular basis	(indetail) 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 organization
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 Column (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 alien in his parent cadre/ organization			
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 <sup>th</sup> CPC /Pay Level as per 7 <sup>th</sup> CPC	Grade Pay	Total Emoluments
15.	In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be closed.		
	Basic Pay with Scale of Pay	Dearness Pay/interim relief/	Total Emoluments
	And rate of increment		
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 with regard to	:	
	(i) academic qualifications	:	
	(ii) professional training and	:	
	(iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)	:	
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.	:	
17.	Please state whether you are applying	:	
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 Vita eduly 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 equivalent 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

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(Employer/Cadre Controlling Authority with Seal)