

**Government of India
Ministry of Culture**

Applications are invited for appointment to the post of Library and Information Officer in National Museum, New Delhi as per details given hereunder:

Job Title	:	Library and Information Officer
Organization	:	National Museum, New Delhi, India
Pay Band / Grade Pay	:	PB-3, Rs. 15600-39100, Grade Pay of Rs. 6600/-
Method of Recruitment	:	Composite Method [Deputation(including short term contract) plus promotion].
Closing date	:	within a period of 60 days from the date of publication of this advertisement in employment news.

Job Description:

The incumbent will be overall in-charge for maintenance, management and supervision of the Library of National Museum. He/She will be responsible for conducting library committee meetings for purchase of books, their referencing, accounting, classification, liaison with other libraries for procurement of books on loan needed by the museum, issue of borrower cards to library members, conducting physical verification of books/periodicals, reorganization and modernization of library. He /She will also look after matters pertaining to scrutiny/passing of bills towards purchase of books and periodicals, overall supervision of works by the library staff, issue of library attendance certificate to research scholars etc.

Eligibility Conditions:

Officers under the Central Government or State Governments or Union territories or Public Sector Undertakings or Recognised Research Institutions or Universities or Semi Government or Statutory or Autonomous Organizations:

- (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 regular basis in posts in the Pay Band-2, Rs. 9300-34800/- plus Grade Pay Rs. 4600 or equivalent in the parent cadre or Department;
Or
(iii) with ten years' service in the grade rendered after appointment thereto on regular basis in posts in the Pay Band-2, Rs. 9300-34800/- plus Grade Pay of Rs. 4200 or equivalent in the parent cadre or Department; and
- (b) possessing the following educational qualifications and experience, namely:-

Essential:

- (i) Master's Degree in Library Science or Library and Information Science of a recognized University or Institution.
- (ii) Five years' professional experience in a Library under the Central Government or State Governments or Autonomous or Statutory organization or Public Sector Undertakings or Universities or Recognised Research or Educational Institution.

Desirable:

- (i) One year experience of computerising library activities in a library under the Central Government or State Governments or Autonomous or Statutory organization or Public Sector Undertakings or Universities or Recognized Research or Educational Institution;
- (ii) One year professional experience in a Library of Museum or Art Gallery.
- (iii) Diploma in Computer Application from a recognized university or institute.

Period of Deputation:

The period of deputation (including short term contract) including the 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.

Age Limit

The maximum age limit for appointment by deputation (ISTC) shall not be exceeding 56 years as on the closing date for receipt of applications.

How to apply:

The applications in duplicate in the enclosed prescribed proforma and complete up to date ACR dossiers of the officer (last 5 years) who can be spared in the event of their selection along with (i) vigilance clearance, (ii) integrity certificate, (iii) cadre clearance, and (iv) major / minor penalty statement for the last 10 years should reach the Under Secretary (Museum-I), Ministry of Culture, Room No. 210-D, Shastri Bhawan, New Delhi-110115 through proper channel within a period of 60 days from the date of publication of advertisement in the Employment News. Applications received after the due date or otherwise incomplete will not be considered and stand rejected.

Closing date:

Within a period of 60 days from the date of publication of advertisement in the employment news. Applications received after the last date or otherwise found incomplete will not be considered and stand rejected.

Application for the post of Library and Information Officer in National Museum, New Delhi

1. Name of the applicant (in Block letters):
2. Date of Birth (In Christian era):
3. Postal Address (with telephone no. and e-mail address):
4. Educational Qualification:

Sl. No	Essential	Desirable
1.		
2.		
3.		

5. Service to which you belong:
6. Whether belong to SC/ST/OBC:
7. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post:
8. Details of employment, in chronological order, enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient:-

Office/Institute	Post	From	To	Pay Band and Grade Pay	Nature of duties

9. Nature of present employment i.e. ad-hoc or (Temporary) quasi-permanent or permanent:
10. In case the present employment is held on deputation basis, please state:-
 - (a) The date of initial appointment:
 - (b) Period of appointment on deputation:
 - (c) Name of the present office/organization to which you belong:
11. Additional details about present employment. Please state whether working under:-
 - (a) Central Government
 - (b) State Government
 - (c) Autonomous Organization
 - (d) Government Undertaking
 - (e) Universities

12. Are you in revised scale of pay? If yes, give the date from which the revision took place (Please indicate the pre-revised scale, as well):
13. Existing total emoluments drawn per month:
14. Additional information, if any, which you would like to mention in support of your suitability for the post. (Please enclose a separate sheet):

Signature of Candidate

Address.....

Forwarding Note by the Employer

It is certified that:

- (i) Information given in the above proforma is correct as per the service records of the applicant.
- (ii) The applicant is clear from vigilance angle.
- (iii) The integrity of the applicant is beyond doubt.
- (iv) No major/minor penalty has been imposed on the applicant in last 10 years.
- (v) The cadre controlling authority of the applicant has given its clearance for his applying for the above post.
- (vi) The ACR Dossier of the applicant is enclosed with the application.

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