File No.: Admn-15014/2/2023-ADMN-CIC

केन्द्रीय सूचना आयोग

Central Information Commission

बाबा गंगनाथ मार्ग/**Baba Gangnath Marg**

मुनिरका/**Munirka**, नई दिल्ली-११००६७/**New Delhi -110067**

Vacancy Notice

Date: 10.06.2024

The Central Information Commission proposes to fill up the following posts on deputation basis:-

S.No.	Name of the Post	Level in Pay Matrix	Number of Posts	Mode of Selection
1.	Assistant Library and Information Officer	PB-2, Rs. 9300-34800 plus Grade Pay Rs. 4800/-	01 (One)	Deputation basis
2.	Personal Assistant	Level – 7 of the Pay Matrix	01 (One)	Deputation (ISTC) basis

2. For more details of the posts, eligibility criteria, educational qualification and Bio-data/Curriculum Vitae proforma, please visit the Central Information Commission's website https://cic.gov.in.

3. Interested persons may apply in the prescribed proforma duly complete in all respects and send the application addressed to **Deputy Secretary (Admn). Room no. 507, 5th Floor, Central Information Commission, Baba Gangnath Marg, Munirka, New Delhi-110067.**

4 . **The last date of receipt of the applications is 60 (Sixty) days from the date of publication of the advertisement in Employment News**.

(S.K.Rabbani)
Deputy Secretary (Admn.)
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Central Information Commission
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Dated:- 10.06.2024

Advertisement

Subject: Filling up of 01 (one) post of Assistant Library and Information Officer on deputation basis and 01 (one) post of Personal Assistant on deputation (ISTC) in Central Information Commission.

Applications, in the prescribed Performa as per Annexure-I of DoP&T OM No. AB.14017/28/2014-Estt.(RR) dated 02.07.2015, are invited from eligible persons for filling up of **01 (one) post of Assistant Library and Information Officer on deputation basis and 01 (one) post of Personal Assistant on deputation including short term contract** in Central Information Commission:

2. The eligibility criteria, qualifications and particulars to be submitted with the application regarding the post are given in the enclosed circular.

3. It is requested that applications of such eligible persons, who are desirous of being considered for the above post in CIC and can be relieved immediately on selection, may be forwarded along with their complete and up to date APAR Dossiers for the last five years, Cadre Clearance, Vigilance Clearance and Integrity Certificate, Certificate towards Major/Minor Penalties imposed, if any during the period of last 10 years, to Central Information Commission **within a period of 60 days from the date of publication of this circular in Employment News**. Applicants will not be allowed to withdraw their candidature at a later date. Incomplete applications or applications received without up to date APARs Dossiers, cadre clearance, Vigilance Clearance and Integrity Certificate (duly attested by the officer not below the rank of Under Secretary) will not be entertained. The details regarding the eligibility criteria, educational qualification etc. and Bio-data/Curriculum Vitae Proforma, as mentioned above, can be downloaded from the Central Information Commission's website www.cic.gov.in.

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Dated:10.06.2024

CIRCULAR

The Central Information Commission, quasi-judicial authority, requires **01 (one) post of Assistant Library and Information Officer** on deputation basis and **01 (one) post of Personal Assistant on deputation including short term contract**. The required qualifications and eligibility criteria for the posts have been indicated below :-

Sr. No.	Name of the Post and Level in the Pay Matrix	Number of Posts	Eligibility Criteria
1.	Assistant Library and Information Officer (ALIO) in PB-2, Rs. 9300-34800 plus Grade Pay Rs. 4800/-	01 (One)	From amongst Officers of the Central Government: a. (i) Holding analogous posts on regular basis in the parent cadre or department: or ii. With two years' service in the grade rendered after appointment thereto on regular basis in posts in Pay Band -2 (Rs. 9300-34800 plus grade pay of Rs. 4600) or equivalent grade in the parent cadre or Department, or iii. With six years' service in the grade rendered after appointment thereto on regular basis in posts in Pay Band -2 (Rs. 9300-34800 plus grade pay of Rs. 4200), and b. Possessing the following educational qualifications and experience, namely **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 or State Government or Autonomous or Statutory Organization or Public Sector Undertakings or University or Recognized Research or Educational

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			Institution. **Desirable:** i. Master's Degree in Library Science or Library and Information Science of a Recognized University; ii. Diploma in Computer Application from a Recognized University or Institution. **Note 1:** Qualifications are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing, in case of candidates otherwise well qualified. **Note 2:** The qualifications regarding experience are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing, in case of candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.
General Conditions: **Note 1:** Period of deputation including period of deputation 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 three years. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.			
2.	**Personal Assistant in** Level – 7 of the Pay Matrix	01 (One)	Stenographers of the Central Government/ State Government or Union Territory Administration or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi Government or Autonomous Bodies or Statutory Organizations: (i.) holding analogous posts on regular basis in the parent cadre or department; **or** (ii.) With ten years service in the grade rendered after appointment thereto on regular basis in posts of stenographers in Level- 4 in the pay matrix or equivalent in the parent cadre or department.
Note 1: The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by			

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promotion.

Note 2: 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 Govt. shall ordinarily not to exceed three years.

Note 3: The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

2. Application must be sent in the Bio-data/Curriculum Vitae Proforma as per **Annexure-I of DoP&T OM No. AB.14017/28/2014-Estt.(RR) dated 02.07.2015** to **Deputy Secretary (Admn), Room No. – 507, 5th Floor, Central Information Commission, Baba Gangnath Marg, Munirka, New Delhi-110067.** This proforma can be downloaded from Central Information Commission's website www.cic.gov.in

3. The envelope containing the application duly filled in and supported by all relevant documents should be superscribed **"Application for the post of _____ on deputation basis."**

4. While forwarding applications, the Confidential Reports (Photocopies of the CRs/APARs with each page duly attested by the officer not below the rank of Under Secretary to the GOI) for the last five years, Cadre clearance, Vigilance Clearance and Integrity Certificate and Statement showing Major or Minor penalties, if any, imposed during the last ten years, may positively be furnished by the sponsoring authority.

5. The Officers selected will have the option to draw his/her pay plus deputation (duty) allowance or to have his/her pay fixed in the scale/level of the post in accordance with DoPT O.M. No.2/12/87-Estt (Pay II) dated 29.04.1988, as amended from time to time.

6. The last date of receipt of application in the Commission is **60 days from the date of publication** of the advertisement in Employment News.

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ANNEXURE-I

BIO-DATA/ CURRICULUM VITAE PROFORMA

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
3.i) Date of entry into 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

5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs **by the Administrative Ministry/Department/Office** at the time of issue of Circular and issue of Advertisement in the Employment News.

5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated **by the candidate**.

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.	

6.1 **Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.**

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

***Important**: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned . Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay , Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

8.Nature of present employment i.e. Ad-hoc **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 Column 9(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

Basis Pay in the PB	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 enclosed.

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 with regard to (i) additional 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; (iv) Patents registered in own name or achieved for the organization (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 (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)	
# (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
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 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above 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)