

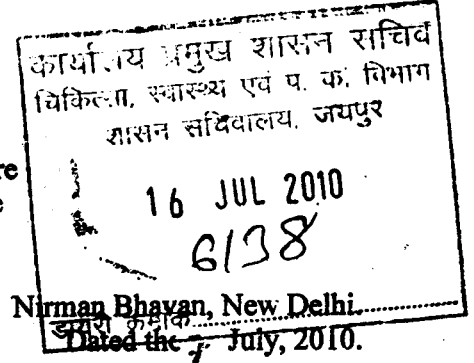
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16 JUL 2010

D.M. & H.S. (P.H.)

No. A.12011/01/2010-Estt. I  
Government of India  
Ministry of Health & Family Welfare  
Deptt. of Health & Family Welfare  
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**CIRCULAR**

It is proposed to fill up one post of Director (Library) in National Medical Library in the Pay Band-IV with Grade Pay-Rs.10, 000 in Dte. GHS in the Ministry of Health & Family Welfare. The duties attached to the post are as per Annexure-II. The post is required to be filled up on deputation basis (including short term contract) from amongst the officers under the Central Government/State Government/Universities/Recognized Research Institutions/Public Sector Undertakings:-

- (a) (i) Holding analogous posts on regular basis, or
- (ii) With **Three years'** regular service in posts in the Pay Band-IV with Grade Pay-Rs. 8700 (revised) or equivalent or
- (iii) With **Two years'** regular service in posts in the Pay Band-IV with Grade Pay-Rs. 8900 (revised) or equivalent
- (b) possessing the following qualifications and experience :

**Essentials:-**

- (i) Master's Degree in Science(preferably Biological science) from a recognized University or equivalent;
- (ii) Degree in Library science of a recognized University or equivalent;
- (iii) 15 Years experience in supervisory capacity in a Library.

**Desirable :-**

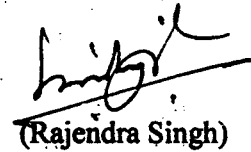
- (i) Master's Degree in Library Science from a recognized University or equivalent;
- (ii) Experience of Documentation work.
- (iii) Working knowledge of any one of European Language, other than English.

2. The eligible and interested officers may send their applications in the enclosed Performa (Annexure-I) through proper channel, to the Under Secretary (A) in the

Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi, so as to reach him on or before 60 days from the date of publication of the vacancy circular in the Employment News along with the following documents:-

- (i) ACR Dossiers/attested copies of the ACR for the last 5 years i.e. from 2005-06 to 2009-10.
- (ii) Vigilance clearance certificate.
- (iii) Integrity certificate
- (iv) No penalty certificate. {Duly certified by a DS level officer}

Applications received without aforesaid documents or after the prescribed date, shall be rejected.



(Rajendra Singh)

Under Secretary to the Government of India  
Tel.: 23061521

To

1. All Ministries/Departments of Government of India (As per standard list).
2. All State Governments.
3. The Secretary, UPSC, Dholpur House, Shahjahan Road, New Delhi
4. Co-ordination Section, Ministry of Health & Family welfare
5. DAVP (Asstt. Media Executive), 3<sup>rd</sup> Floor, PTI Building, Sansad Marg, New Delhi - 110 001. It is requested that the circular may be published in the Employment News at the earliest. Estimates in this regard may also be forwarded to this Department for issuance of Payment Authority.
6. Dir. Admn.(HQ), DGHS

Encl.: Performa of Application

(61)

Government Organizations are eligible only of Short Term Contract)	
16. Whether belongs to SC/ST	
17. Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) wards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/ societies and (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient)	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date \_\_\_\_\_

Signature of the candidate  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Countersigned

\_\_\_\_\_  
\_\_\_\_\_

(Employer with Seal)

**ANNEXURE I**

**CURRICULUM VITAE PROFORMA**

1. Name and Address (in Block Letters)					
2. Date of Birth (in Christian era)					
3. 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		Qualifications/ Experience possessed by the officer		
	<u>Essential:</u> (1) (2) (3)  <u>Desired:</u> (1) (2)				
6. Please State clearly whether in the light of entries made by you above, you meet the requirement 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	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)
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					

<p>b) Period of appointment on deputation/contract</p> <p>c) Name of the parent office/organization to which you belong</p>	
<p>10. Additional details about present employment</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government</p> <p>b) State Government</p> <p>c) Autonomous Organization</p> <p>d) Government Undertaking</p> <p>e) Universities</p> <p>f) Others</p>	
<p>11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade</p>	
<p>12. 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</p>	
<p>13. Total emoluments per month now drawn</p>	
<p>14. Additional information, if any, which you would like to mentioned in support of your suitability for the post.</p> <p>(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)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient).</p>	
<p>15. 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-</p>	

9/28/1952

(13) (10)

ANNEXURE - I

Duties of the post of Director (Library) in details

1. Overall administration and supervision of the various sections of the National Medical Library and Documentation Centre of the Library.
2. Planning, budgeting and executing development programmes of the Library and securing cooperation of agencies concerned.
3. Initiating Library procedures and techniques for efficient functioning of the Library system in the Country—collection, processing and dissemination of information.
4. Participating in official meeting, professional symposias/ conferences etc.
5. Coordination, cooperation linkage and expert services to the libraries and documentation centres attached to medical colleges, research and training institutions all over India and abroad.
6. Organising training/refresher courses for for the medical libraries in the country.
7. Any other work assigned by Director General of Health Service

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