

No. A.11018/1/2007/Admn-I/Estt.-I  
Government of India  
Ministry of Health & Family Welfare  
Deptt. of Health & Family Welfare  
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कार्यालय नृजुल शासन केंद्र  
चिकित्सा, स्वास्थ्य एवं प. क. विभाग  
भासन सुविद्यालय, जयपुर  
Nirman Bhavan, New Delhi.  
Dated the 7 June, 2010  
6139  
आयुजी क्रमांक

4689  
16 JUL 2010

**CIRCULAR**

Applications are invited in the prescribed Performa for One post of Deputy Director(Library{since re-designated as Sr. LIO} in the National Medical Library, Directorate General of Health Services, Ministry of Health & Family Welfare in the pay scale of Rs. 12000-16500/-(pre revised)/(revised PB-3, G.P. Rs.7600).The duties attached to the post are as per Annexure-II. The post is required to be filled up by Promotion/Deputation (including short term contract) from the officers under the Central Government/State Government/Universities/Recognized Research and Development Organizations holding analogous posts on regular basis, or with Five years' regular service in posts in the scale of Rs. 10,000-15,200(pre revised)/ (revised P.B.-3,G.P.-Rs. 6600) or equivalent and possessing the following educational qualifications and experience:

**Essentials:-**

- (i) At least second class Master's Degree in Science(preferably Biological science) from a recognized University or equivalent;
- (ii) Degree or equivalent Diploma in Library science of a recognized University or equivalent;
- (iii) 12 Years experience in supervisory capacity in a Library of standing.

**Desirable:-**

- (iv) Master's Degree in Library Science.
- (v) Training in Medical Librarianship.
- (vi) Knowledge of Sanskrit & any modern European Languages other than English.

2. Period of Deputation/contract shall ordinarily not exceed 3 years. The officers selected for appointment on deputation basis shall be governed by the Government of India Instruction contained in Department of Personnel & Training's OM No. 2/29/91-Estt(Pay-II) dated 5.1.1994, as amended from time to time.

3. The eligible and interested officers may send their applications in the enclosed Performa (Annexure-I) through proper channel, so as to reach the undersigned within 60 days

Dir-PH  
Adal (Gaz)  
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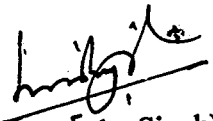
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from the date of publication of the vacancy circular in the Employment News along with the following documents:-

- (i) Original/ Photocopies of the ACR's (duly attested by a Group-A Officer) for the last Five Years.
- (ii) Vigilance clearance certificate.
- (iii) Integrity certificate duly signed by an officer not below the rank of Deputy Secretary.
- (iv) No penalty certificate duly signed by an officer not below the rank of Deputy Secretary.

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

- a. All Ministries/Departments of Government of India (including Autonomous Organizations/Research Institutes under their control).
- b. All State Governments.
- c. Director Admn(HQ), Dte. G.H.S.(It is requested to circulate among subordinate offices under their control).
- d. The Secretary, UPSC, Dholpur House, Shahjahan Road, New Delhi
- e. Co-ordination Section, Ministry of Health & Family welfare
- f. The Asstt. Media Executive), Dte. of advertising & Visual Publicity (DAVP), Soochna Bhawan, CGO complex, New Delhi. 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.
- g.. Dir.( NML).
- h. Dir. (NIC), Ministry of Health & Family Welfare for uploading on Ministry's website.

Encl.: Performa of Application

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> <ul style="list-style-type: none"><li>a) Central Government</li><li>b) State Government</li><li>c) Autonomous Organization</li><li>d) Government Undertaking</li><li>e) Universities</li><li>f) Others</li></ul>	
<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-Government Organizations are eligible only of Short Term Contract)</p>	

1. 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 II

✓ DUTIES ATTACHED TO THE POST OF DEPUTY DIRECTOR (LIBY) IN NATIONAL MEDICAL LIBRARY UNDER THE MINISTRY OF HEALTH & FAMILY WELFARE

- 1) Overall administration & supervision of the various sections.
- 2) Planning, building & executing development plans of the Library.
- 3) Securing cooperation of the agencies concerned and also initiating Library procedures and techniques for efficient functioning of the Library system in the country.
- 4) Collection, processing and dissemination of information.
- 5) Participation in official meetings, professional symposia, conferences, coordination, cooperation linkage and expert services to libraries and documentation centers attached to medical colleges, research & training institutions in India & abroad.
- 6) Organizing training/refresher courses for the Medical Libraries in the country.
- 7) Any other that may be assigned by the competent authority.