

प्रधानमंत्री कार्यालय
PRIME MINISTER'S OFFICE

South Block, New Delhi
Dated: 12th April, 2018

No. A.12011/2/2016-PME

VACANCY CIRCULAR

Sub: Appointment to the post of Assistant Library & Information Officer in Prime Minister's Office on deputation basis.

It is proposed to fill one post of Assistant Library & Information Officer in Prime Minister's Office on deputation basis. The details of the vacancy are given in the enclosed **Annexure-I**. The pay and other terms and conditions of appointment of the person selected will be regulated in accordance with the Department of Personnel & Training's O.M. No. 6/8/2009-Estt. (Pay.II) dated 17.06.2010.

2. Applications of the eligible officials, who are willing and who can be spared immediately, may be forwarded to the undersigned **within a period of 30 days** from the date of its publication in the "Employment News" (or posting in the website of PMO) in the prescribed proforma as given in **Annexure-II**, alongwith the following documents:

- (v) up-to-date CR dossier for the last 5 years (duly attested photocopy thereof)
- (vi) integrity certificate
- (vii) vigilance clearance certificate and
- (viii) statement of major/minor penalties, if any, imposed on the officer during the last 10 years.

3. Applications received after due date or incomplete in any respect shall not be considered. The candidates will not be allowed to withdraw their candidature subsequently. Persons not working under Central or State Government or Union territories or recognised Research institutions or Universities or Public Sector Undertakings or Semi-Government or Statutory or Autonomous organisations need not apply.

Encl: As above.



(A.K. Das)

Under Secretary to the Govt. of India
Tel No. 23018130

Copy to:

- (i) All Ministries / Departments of the Government of India with a request to circulate the vacancy circular internally and also among Govt. libraries under their administrative control.
- (ii) President Secretariat, New Delhi.
- (iii) Lok Sabha / Rajya Sabha Secretariat, New Delhi.
- (iv) Cabinet Secretariat, New Delhi.
- (v) Election Commission of India, New Delhi.
- (vi) Comptroller & Auditor General of India, Pocket-09, Deen Dayal Upadhyay Marg, New Delhi.
- (vii) CGDA, West Block No. V, R. K. Puram, New Delhi.
- (viii) Controller General of Accounts, Lok Nayak Bhawan, Khan Market, New Delhi.
- (ix) Principal Director of Audit, Central Revenue, ACGR Building, New Delhi.
- (x) UPSC / SSC, New Delhi.
- (xi) Department of Official Language, Lok Nayak Bhawan, Khan Market, New Delhi.
- (xii) Chief Secretary of all states/UTs
- (xiii) Director, LBSNAA, Mussorie, Uttrakhand.
- (xiv) Director, Sardar Vallabhbhai Patel National Police Academy, Hyderabad,
- (xv) **NIC Division, PMO (for publishing the advertisement in the website)**
- (xvi) Notice Board / All Divisions / Sections
- (xvii) PAO, Cabinet Affairs
- (xviii) Govt. Libraries (as per enclosed list)

Copy also to: Smt. Rajul Bhatt, Director(CS-I), DoP&T, 2nd Floor, Lok Nayak Bhawan, Khan Market, New Delhi – with request to publish the advertisement in their website.

