

Government of India
Ministry of Science & Technology
Department of Science & Technology

ADVT. No DST / 03 / 2011-Recvt

Dated: 07.01.2012

Applications are invited for filling up one post of Junior Documentation Officer on deputation (including short term contract) basis in the Department of Science and Technology as per details given below:-

1. **NAME OF THE POST:** Junior Documentation Officer
2. **SCALE OF PAY :** Rs 15600-39100 (PB-3) + Grade Pay Rs. 5400/-
3. **MODE OF RECRUITMENT:** On Deputation (including short term contract) basis
4. **PERIOD OF DEPUTATION :** three years.
5. **ESSENTIAL QUALIFICATIONS AND EXPERIENCE :**
 1. Officers of the Central Government / State Governments / Universities / R&D Organizations:-
 - a) i) holding analogous posts on regular basis; or
 - ii) with 3 years regular service in posts in the scale of Rs. 6500-200-10500 (pre-revised) or equivalent
 - b) Possessing the essential / desirable qualifications and experience as mentioned below.
 2. The departmental Senior Documentation Assistant with 5 years regular Service in the grade will also be considered for appointment along with others and in case of his selection, the post will be treated as having been filled by promotion.

ESSENTIAL EDUCATIONAL QUALIFICATION :

- i) Master's Degree in Science from a recognized University or equivalent.
- ii) Degree or equivalent Diploma in Library Science of a recognized University or Institution.
- iii) 5 years experience in a Library of a recognized Institution under a state/ central Govt./ Universities/ R&D Organisations.

DESIRABLE QUALIFICATION :

Masters Degree in Library Science of a recognized University or equivalent.

6. **AGE LIMIT :**

Not exceeding 56 years as on the closing date for receipt of applications.

GENERAL

1. Out station candidates called for interview will be paid to and fro first class / AC-III tier railway fare by shortest route on production of proof of journey such as railway ticket(s) / number(s) etc.
 2. The selected candidates are liable to be posted anywhere in India and outside.
 3. The terms and conditions of appointment will be in accordance with the Department of Personnel & Training's O.M. No. 2/29/91-Estt. (Pay. II) dated 5th January, 1994, as amended from time to time.
 4. The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly deputationists shall not be eligible for consideration for appointment by promotion.
 5. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization / Department of the Central Govt. shall ordinarily not exceed three years.
 6. The Curriculum Vitae duly supported by documents will be assessed by the Selection Committee while selecting candidates for appointment on deputation basis.
 7. The candidates who apply for the posts will not be allowed to withdraw their candidature subsequently.
- Applications received after the closing date or received incomplete in any respect will not be considered.

HOW TO APPLY : Applications should be neatly typed on thick plain paper (A-4 size 210 x 297 mm) in the prescribed Curriculum Vitae Proforma (Annexure-I).

- (a) The applications of eligible and willing candidates along with attested copies of ACRs for the last five years may be forwarded in the Curriculum Vitae Proforma through proper channel to **Under Secretary (Rectt.), Department of Science and Technology, Technology Bhavan, New Mehrauli Road, New Delhi-110016** within two months from the date of publication of this advertisement in the Employment News / Rozgar Samachar. While forwarding the applications, the certificate given at the end of the Curriculum Vitae Proforma may also be completed. The applications should be sent by Registered Post in a cover superscribed "**Application for the post of Junior Documentation Officer on deputation (including short term contract) basis.**"
- (b) Attested copies of certificates in support of educational qualifications, date of birth and experience should be attached with the application. Candidates will have to produce the original certificates thereof as and when required.

(Deepak Rattanpal)
Under Secretary to the Govt. of India

CURRICULUM VITAE PROFORMA

1. **Advertisement No.** :
2. Post applied for :
3. Name and Address (in Block Letters) :
4. Date of Birth (in Christian era) :
5. Date of retirement under Central / State Government Rules :
6. Educational qualifications :
7. 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

Essential :

Desired :

8. Please State clearly whether in the light of entries made by you above, you meet the requirement of the post :

9. 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)

10. Nature of present employment i.e. :
Ad-hoc or Temporary or Quasi-
Permanent or Permanent

11. 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 you
belong

12. Additional details about present :
Employment

Please state whether working under
(indicate the name of your
employer against the relevant
column)

- (a) Central Govt.
- (b) State Govt.
- (c) Autonomous Organisation
- (d) Government Undertaking
- (e) Universities
- (f) Others

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. Present Pay :
(i) Scale of Pay :.....
(Revised/Pre-revised)
(ii) Basic Pay :.....
(iii) Other allowances :.....
(excluding HRA & CCA)
(iv) Total Salary :.....
[(ii) + (iii)]

15. If working in a Public Sector Undertaking
whether the pay scale held is on Central
D.A. pattern or Industrial D.A. pattern. :
In case of IDA pattern, equivalent CDA
pay scales may be indicated.

16. Total emoluments per month now :
drawn.

17. Additional information, if any, :
which you would like to mention 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 **Advertisement**)
(Note: Enclose a separate sheet, if
the space is insufficient)
18. Please state whether you are :
applying for deputation / short-term
contract
19. Whether belongs to SC/ST :
20. Remarks (The candidates may :
indicate information with regard
to (i) Research publications and
reports and special projects (ii)
Awards / 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 **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.

Place:

Date :

Signature of the candidate

CERTIFICATE

(TO BE GIVEN BY THE HEAD OF ORGANISATION/OFFICE)

Certified that the particulars have been verified and found to be correct. It is also certified that no disciplinary / vigilance case is either pending or contemplated against the officer. Integrity of the officer is also certified.

Place:

Date :

**Signature of the Head of the
Organization / Office with Office Seal**