

# केन्द्रीय सूचना आयोग

## Central Information Commission

2 तल. विंग 'ब' / 2nd Floor, 'B' Wing  
अगस्त क्रान्ति भवन / August Kranti Bhavan  
भीकाजी कामा प्लेस/ Bhikaji Cama Place  
नई दिल्ली - 110066 / New Delhi - 110066

F.No.2/5/2017/Deputation/Admn/CIC

Dated: 27.09.2017

### Re-advertisement

**Subject:** Filling up the posts of Section Officer/Assistant Library and Information Officer (ALIO) in the Central Information Commission on deputation basis.  
**Ref:** CIC's Earlier Advertisement in 29<sup>th</sup> July to 04<sup>th</sup> August, 2017 Edition at page No. 12.

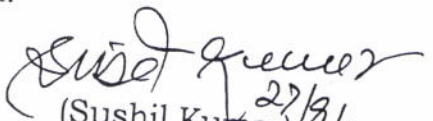
Applications in the prescribed Proforma, as per the Annexure-II are invited from eligible persons for filling up the following posts in the Central Information Commission on deputation basis. The details of the posts are as under:

#### Group B

3. Section Officer
4. Assistant Library and Information Officer

The eligibility criteria, qualifications and particulars to be submitted with the application regarding the above posts are given in Annexure-I.

2. It is requested that applications of such eligible persons, who are desirous of being considered for the post advertised 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 45 days from the date of publication of this circular in the Employment News**. Applicants will not be allowed to withdraw their candidature at a later date. Incomplete applications or applications received without up to date APAR Dossiers, cadre clearance, Vigilance Clearance and Integrity Certificate (duly attested by the officer not below the rank of Under Secretary) will not be entertained.

  
(Sushil Kumar) 27/9/17  
Deputy Secretary (Admn.)  
011-26717352

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**CIRCULAR**

The Central Information Commission, quasi-judicial authority, requires Section Officer and Assistant Library and Information Officer on deputation basis.

The required qualifications for these posts have been indicated against each of them.

1. **Name of the Post** : **Section Officer**
- a) No. of Post(s) : 07 (Seven)  
b) Level in the pay matrix : Level 8  
c) Eligibility : Officers of the Central Government or State Government or Union Territories or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi Government or Autonomous Bodies or Statutory Organizations:-
- (I) (i) Holding analogous posts on regular basis in the parent cadre or department;  
or  
(ii) With eight years' service in the grade rendered after appointment thereto on regular basis in the Level 7 in the pay matrix or equivalent in the parent cadre or department ; and
- (II) **Possessing the following Educational Qualifications and Experience, namely:-**
- (i) Graduation from a recognized university; and  
(ii) Two years' experience in the field of Administration or Finance and/or in dealing with Right to Information matters.

2. **Name of the Post** : **Assistant Library and Information Officer (ALIO)**
- a) No. of Post(s) : 01 (One)

- b) Level in the pay matrix : Level 8  
c) Eligibility : 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 Level-7 in the pay matrix or equivalent in the parent cadre or department, or  
(iii) With six years' service in the grade rendered after appointment thereto on regular basis in post in Level-6 or equivalent in the parent cadre or department; and  
(B) Possessing the following Educational Qualifications and experience, namely

**Essential:**

- (i) Bachelor 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 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 is 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:** 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.

**Note 2:** 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 Govt. shall ordinarily not 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 prescribed Proforma (Annexure-II) to the Deputy Secretary (Admn), Central Information Commission, Room No.302, 2<sup>nd</sup> Floor, August Kranti Bhawan, Bhikaji Cama Place, New Delhi-110066.
3. Application duly filled in and supported by all relevant documents and envelop should be superscripted: "Application for the post of \_\_\_\_\_ on deputation."
4. While forwarding applications, the Confidential Reports (Photocopies of the CRs/APARs each page duly attested by the officer not below the rank of Under Secretary) 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 grade pay plus deputation (duty) allowance or to have his/her pay fixed in the scale 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 45 days from the date of publication of the re-advertisement in Employment News.

**Note :** Candidates who have already sent the duly filled application form needn't to re-submit the application.



**BIO-DATA PROFORMA**

**Annexure- II**

**Application for the Post of**

- 1. (a) Name of the Applicant  
(in Block Letters)  
Address:  
(Office)  
(Residence)  
Telephone No. (Office)  
(Residence)
- 2. Father's / Husband's name
- 3. Date of Birth (in Christian era)  
and Age as on closing date of application
- 4. Date of Entry in Govt. Service
- 5. Date of retirement under Central Government Rule
- 6. Educational/Professional Qualifications
- 7. Present Post held  
(a) Level in the pay matrix  
(b) Present Pay
- 8. Date of regular appointment to the post
- 9. Post held (whether ad-hoc/regular/deputation)
- 10. Brief service particulars and experience

Period		Post held on regular basis	Scale of Pay/Level in the pay matrix	Organization and Station served	Brief description of duties
From	To				

- 11. Additional Information, if any which you would like to mention in support of your suitability for the post.
  - 12. Date of return from last ex-cadre post, if any
  - 13. Whether belongs to SC/ST/OBC/PH
- Date:-

Signature of the applicant

**Certificate to be given by head of office of the Applicant**

- (i) It is certified that the particulars furnished by the official are correct.
- (ii) It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from the vigilance angle.
- (iii) The service record of the officer has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
- (iv) Certified that no Major/Minor Penalty has been imposed upon the official during the last 10 years as per service records.
- (v) Cadre Clearance

Date:

Signature of the sponsoring Authority  
with office seal