

## CENTRAL BUREAU OF INVESTIGATION

(Delhi Special Police Establishment)

(Administration Division)

Plot No. 5-B, 7<sup>th</sup> Floor, CGO Complex,  
Lodhi Road, New Delhi

### VACANCY CIRCULAR

**Sub: Filling up the post of Assistant Library and Information Officer on deputation basis in Central Bureau of Investigation.**

Applications are invited from eligible and willing officers under the Central Government for filling up the following post as details given below:-

Sl. No.	Name of the Post	Pay Scale	No. of Post	Place of Posting
1	Assistant Library and Information Officer	PB-2 ₹ 9300-34800/- (Grade Pay ₹ 4600/-, Pre-revised) (Level-07- as per 7 <sup>th</sup> CPC Matrix)	01	New Delhi

2. The terms & conditions of the officer selected for appointment on deputation basis, will be regulated in terms of DP&T OM No. 6/8/2009-Estt. (Pay II) dated 17<sup>th</sup> June, 2010 read with 02/06/2016-Estt (pay II), dated 17.02.2016, 02/06/2018-Estt (pay II), dated 18.05.2018 and OM No. 2/10/2018-Estt. (Pay-II), dated 02.03.2021 as amended from time to time.

3. Applications of only such officers/candidates will be considered which are routed through proper channel and are accompanied with the following documents/information:

(i)	Cadre Clearance
(ii)	Attested Bio-data [in triplicate] as in the proforma enclosed (Annexure-II) <b>[each page to be attested]</b>
(iii)	Attested photo copies of last 05 years APARs <b>(each page to be attested with rubber stamp)</b>
(iv)	Vigilance Clearance
(v)	Integrity Certificate
(vi)	Statement giving details of major or minor penalties imposed on the officer, if any, during the last 10 years.
(vii)	Attested documents of educational qualification.

4. The applications of suitable and eligible officers who can be spared immediately in the event of selection may be sent to the **Dy. Director (Pers.), Central Bureau of Investigation, Plot No. 5-B, 7<sup>th</sup> Floor, CGO Complex, Lodhi Road, New Delhi-110003**, so as to reach within 60 days of publication of vacancy circular in the Employment News.

5. Application forwarded by the department of applicant/advance copies of application received after the **closing date i.e. 60 days from publication of vacancy circular in Employment News** or not accompanied with the required certificates/documents/information are liable to be rejected.
6. As per Recruitment Rules of the post of Assistant Library and Information Officer, **private persons are not eligible for the post.**
7. Detailed eligibility criterion (**Annexure-1**) for the post of Assistant Library and Information Officer and proforma for Bio-data (**Annexure-II**) are available on the CBI website <https://cbi.gov.in/vacancy-list/MQ==>.
8. It may be noted that the officers coming on deputation to CBI are benefited with a considerable increase in their monthly pay by way of Special Security Allowance @ 20% of pay sanctioned by the Government.
9. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

*DPS*  
3/11/23

(D. P. Singh)  
Administrative Officer (Pers.)  
CBI, Head Office, New Delhi  
Tel No. 24362629

Encl: As above

No. DP/PERS.I/2023/ 3366 /A-12011/1/2022

Dated: 3/11/23

**Copy for information and necessary action to:-**

1. All Ministries/Departments of Government of India.
2. All Central Police Organization, New Delhi
3. Under Secretary, AVD.II, DOPT, North Block, New Delhi.
4. All HOZs/HOBs CBI with request that publicity may be given to aforesaid vacancies and suitable officers be encouraged to apply from Central Govt.
5. DIG (Trg.), CBI Academy, Ghaziabad.
6. Chief Information Officer, CBI to arrange for wider publicity of the vacancy circular.
7. Superintendent of Police, Systems Division, CBI, New Delhi for placing the circular along with enclosures on the CBI website.
8. Superintendent of Police (HQ), CBI, HO, New Delhi.



## ANNEXURE-I

1. Name of the post : Assistant Library and Information Officer
2. Number of post : 01 (One)
3. Classification of Post : General Central Service, Group 'B' Gazetted, Non-Ministerial.
4. Pay Scale : PB-2 (₹9300-34800/-with GP ₹ 4600/-) (Pre-revised) (Level-7 of Pay Matrix as per 7<sup>th</sup> CPC)
5. Method of Recruitment : **By composite method (Deputation or by promotion)**
6. Age limit : The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date for receipt of applications.
9. **Eligibility:-** By Composite method (Deputation or by promotion) by the Officers under Central Government:
  - (a) (i) holding analogous post on regular basis in the parent cadre or department;  
or  
(ii) With **five years' service** in the grade rendered after appointment thereto on a regular basis in the **PB-2 ₹ 9,300-34800/- plus Grade Pay of ₹ 4200/-** (Pre-revised) (Level-6 of Pay Matrix as per 7<sup>th</sup> CPC) or equivalent in the parent cadre or department; and
  - (b) Possessing the following educational qualifications and experience:-

### **Essential:**

- (i) Post Graduate Degree from a recognized University.
- (ii) Bachelor's Degree or three years Diploma in Library Science of a recognized University or Institute; and
- (iii) Two years' professional experience in a Library of Standing in Government or Autonomous or Statutory Organisation of Public Sector Undertaking or University or Recognised Research Institutions.

### **Desirable:**

- (i) Master's degree in Library Science of recognised University.
- (ii) Diploma in Computer Applications from a recognised University or Institute

10. 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.
11. **Period of deputation:** - Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government **shall ordinarily not to exceed three years.** The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

**Note:-** The departmental officer will also be considered alongwith outsiders and in case, he or she is selected the post shall be deemed to have been filled by promotion.

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**BIO-DATA PROFORMA**

(To be submitted in triplicate)

(Each column must be filled and column that is not applicable please mentioned "N.A.")Name of the post applied for: **Assistant Library and Information Officer**

1	(i) Name of the Applicant and Designation <b>(in Block letters)</b>	
	(ii) Address of Office	
2	Date of Birth (In Christian era)	
3	(i) Date of entry into Govt. service	
	(ii) Date of retirement under Central Govt. Rules	
4	Educational qualification	
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).	
<b>Educational Qualifications/Experience required</b>		<b>Qualifications/experience possessed by the officer</b>
<b>Essential:</b>		<b>Essential:</b>
(i) Post Graduate Degree from a recognised University. (ii) Bachelor's Degree or three years Diploma in Library Science of a recognized University or Institute; and (iii) Two years' professional experience in a Library of Standing in Government or Autonomous or Statutory Organisation of Public Sector Undertaking or University or Recognised Research Institution.		A) Qualification
<b>Experience:</b> - Two years' professional experience in a Library of Standing in Government or Autonomous or Statutory Organisation of Public Sector Undertaking or University or Recognized Research Institute.		B) Experience
<b>Desirable:</b> (i) Master's degree in Library Science of recognised University. (ii) Diploma in Computer Applications from a recognised University or Institute		<b>Desirable:-</b> (Qualification/Experience)

5.1) In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.

6 Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.

6.1) Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the candidate (as indicated in the Bio-data) with reference to the post applied.

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 on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

**\*Important:** Pay-band and Grade Pay/pay level granted under ACP/MACP are personal to the officer and, therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale/pay level of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay/pay level where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institutions	Pay, Pay Band and Grade Pay/pay level drawn under ACP/MACP Scheme	From	To

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 basis, please state :-



(a) The date of initial appointment	(b) Period of appointment on deputation	(c) Name of the parent office/ organization to which the applicant belongs	(d) Name of the post and pay of the post held in substantive capacity in the parent organization.

**9.1 Note:** In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and integrity certificate.

**9.2 Note:** Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.

10	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details:	
11	Additional details about present employment Please state whether working under (indicate the name and address of your employer:-	
	Central Government	
12	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
13	Are you in Revised scale of pay/pay level? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	
14	Total emoluments per month now drawn	
Basic Pay	Grade Pay/ pay level in Pay Matrix (Rate of increment)	Total Emoluments (including DA and Interim Relief etc.)

**15.** In case the applicant belongs to an Organisation which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organisation showing the following details may be enclosed:

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc. (with break-up details).	Total Emoluments
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**16A** **Additional information**, if any, relevant to the post you applied for 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 vacancy circular/ Advertisement)  
**(Note: Enclose a separate sheet, if the space is insufficient).**

**16B** **Achievements:**  
 The candidates are requested to indicate information with regard to;  
 (i) Research publications and reports and special projects.  
 (ii) Awards/ Scholarships/ Official Appreciation.  
 (iii) Affiliation with the professional bodies/ institutions/ societies and;  
 (iv) Patents registered in own name or achieved for the organization  
 (v) Any research/innovative measure involving official recognition.  
 (vi) Any other information.  
**(Note: Enclose a separate sheet if the space is insufficient)**

**17** Please state whether you are applying for deputation or promotion.



# (The option of 'ISTC'/'Absorption'/Re-employment' are available only if the vacancy circular specially mentioned recruitment by "ISTC" or "Absorption" or "Re-employment")

18	Whether belongs to SC/ST	:	
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I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

**Signature of the Applicant**

**Date:**

**Contact No.**

**Address:**

## **CERTIFICATION BY THE EMPLOYER/CADRE CONTROLLING AUTHORITY**

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

### **2. Also certified that:**

- (i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt/.....
- (ii) His/Her integrity is certified.
- (iii) His/Her CR Dossier (photocopies of the ACRs for the last 5 years duly attested (each page) by an officer of the rank of Under Secretary of the Govt. of India or above) are enclosed.
- (iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

**Countersigned**  
**(Employer/Cadre Controlling Authority with Seal)**