Applications are invited from eligible officers for filling up of the post of Library and Information Officer (equivalent to Deputy Secretary / Under Secretary rank) on deputation basis in the Pravasi Bhartiya Kendra, Ministry of External Affairs as per the details given below:

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Name of the Post with Pay Band and Grade Pay</strong></td>
</tr>
<tr>
<td>2.</td>
<td><strong>Period of Deputation</strong></td>
</tr>
<tr>
<td>3.</td>
<td><strong>Job Description</strong></td>
</tr>
<tr>
<td>4.</td>
<td><strong>Eligibility</strong></td>
</tr>
<tr>
<td>5.</td>
<td><strong>Essential Criteria</strong></td>
</tr>
<tr>
<td>6.</td>
<td><strong>Desirable Criteria</strong></td>
</tr>
</tbody>
</table>
| 7. How to apply | Completed application should be sent through proper channel in the prescribed Proforma to Joint Secretary (Administration), Room No. 149 C, South Block, Ministry of External Affairs, New Delhi. The duly completed application should be sent alongwith:
- Up-to-date copies of ACRs/APARs for the last five years duly attested on each page by a Group A Officer
- Cadre Clearance
- Vigilance Clearance
- Details of minor/major penalty imposed on the officer by the Competent Authority, if any |

| 8. Pay & Allowance | Admissible as per DOPT guidelines |

The last date of receiving applications is 6th July, 2016. Cadre Controlling Authorities are requested to forward applications of interested Officers to the undersigned. Any queries regarding the application may be addressed to Shri Shambhu Hakki, Under Secretary (GA) at usga@mea.gov.in.

(Sibi George)
Joint Secretary (Administration)

To:

1. All Ministries/Departments of Government of India
2. XP Division (for uploading the circular on MEA website)
Annexure

APPLICATION PROFORMA FOR THE POST OF LIBRARY AND INFORMATION OFFICER IN THE MINISTRY OF EXTERNAL AFFAIRS (ON DEPUTATION)

1. Name & Designation:

2. Date of Birth:

3. Gender

4. Educational Qualifications:

5. Mobile No.:

6. Email ID:

7. Service/ Batch:

8. Details of employment in the chronological order. Enclose a separate sheet duly authenticated by the Department, if space below is insufficient.

<table>
<thead>
<tr>
<th>Department/ Institution/ Organisation</th>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Scale of Pay and basic therein</th>
<th>Nature of duties performed</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>
9. Details of current deployment:

10. Basic Pay, Pay Scale & Grade Pay:

11. Details of courses/ training programmes attended, if any:

12. Details of publication, if any:

13. Languages known:

14. Details of previous ex cadre deputation, if any:

15. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be

16. Remarks

(Signature of candidate)

Address:

Date:

It is certified that particulars furnished are correct and no disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 10 years and his integrity is beyond doubt.

Signature of the Head of Department
(with Stamp)