

**No.25/2/2020-CS-II(C)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**  
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Third Floor, Lok Nayak Bhavan,  
Khan Market, New Delhi-110 003,  
Dated: 05<sup>th</sup> March, 2020.

**CIRCULAR**

**Subject: Filling up one post of Library Clerk on deputation basis in NITI Aayog- reg.**

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NITI Aayog has invited applications for filling up one post of Library Clerk on deputation basis in NITI Aayog (copy enclosed).

2. All the cadre units are requested to give wide publicity to this circular. The eligible officials/officers who wish to apply may forward their application along with all the requisite documents through proper channel to the concerned authority as per Annexure.



(Dinesh)  
Under Secretary to the Govt. of India  
Tel:24654020.

To All the cadre units of CSSS (through website of this Department).

Copy for information to:-

NITI Aayog (Shri Sunil Kumar, US, Admn.), Sansad Marg, New Delhi.

46

F.No. A-12023/4/2020-Admin.IV  
Government of India  
NITI Aayog

Sansad Marg, New Delhi,  
Dated the 18<sup>th</sup> February, 2020

**VACANCY CIRCULAR**

**Subject:** Filling up of one post of Library Clerk on Deputation basis in NITI Aayog- reg.

It is proposed to fill up one vacant post of Library Clerk in NITI Aayog in Level-2 (Rs. 19,900-63,200/-) of the Pay Matrix on Deputation basis from the employees of Central Government:-

- a) holding analogous post on regular basis; or
- b) with five years' regular service in Level-1 in the Pay Matrix (Rs. 18000-92300) and possessing the educational qualifications as per Para-2 below.

**Note:** 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 or Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.

2. The applicants must possess the educational qualifications and experience as prescribed under:

- a) Matriculation or equivalent from a recognised institution; and,
- b) Certificate in Library Science from a recognised institution.

3. It is requested to forward the applications of interested & eligible employees in the enclosed proforma through proper channel so as to reach the undersigned within 60 days from the date of issue of this circular. While forwarding the applications, it may please be ensured that the particulars of the candidates are verified. The applications must be forwarded along with the following documents:-

- (i) Proof of Educational qualifications as per Para-2 above.
- (ii) Original/attested photocopies of the APARs for the last 5 years;
- (iii) Vigilance clearance certificate;
- (iv) Integrity Certificate;
- (v) No Major/Minor penalty certificate for last 10 years.

4. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. Application received without aforesaid documents or after prescribed date, shall be rejected.



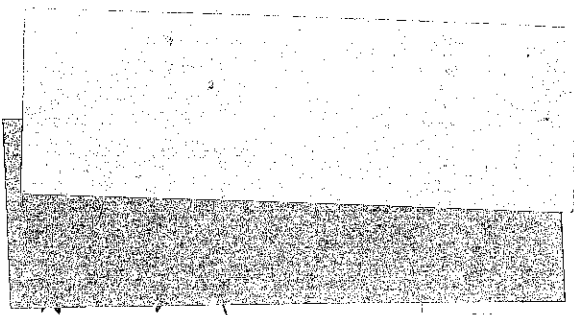
(Sunil Kumar)

Under Secretary to the Government of India

**Encl.:** Application proforma.

1. All Ministries/Departments under Central Government.
2. NIC, NITI Aayog to upload on NITI Aayog website.
3. Director (CS Division), Deptt. of Personnel & Training, Khan Market, New Delhi with a request to upload the Vacaney Circular on DoPT website.
4. Notice Boards, NITI Aayog.

1416820/VS (CS-II)/A  
26/2/2020



8	Nature of present employment i.e. Ad-hoc or temporary or permanent			
9	In case the present employment is held on Deputation/ contract basis, please state:			
	a) The date of initial appointment	b) Period of appointment of deputation/Contract	c) Name of the parent office /organization to which you belong	d) Name of the post and pay of the post held in substantive capacity in the parent 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 of your employer against the relevant column) a) Central Govt. b) State Governments c) Union Territories			
12	Are you in the revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.			
13	Total emoluments per month now drawn		Pay in the Cell	
			Level of Pay Matrix	
			Total Emoluments	

5b

**FOR THE USE OF THE PRESENT EMPLOYER OF THE APPLICANT**

Office/Ministry/Department.....

F.No.....

Date.....

1.	Whether the employee meets eligibility requirement as on the closing date of application	Yes/No
2.(a)	Whether any vigilance case is pending or contemplated against the employee	Yes/No
(b)	Whether any Major/Minor penalty has been imposed on the proposed employee during last ten years	Yes/No
(c)	Whether cadre clearance for the employee by the competent authority has been granted	Yes/No
(d)	Whether integrity certificate enclosed	Yes/No
3.	Whether original APAR for the last 5 years/clean photocopy of APAR Dossier attested on each page by an Officer of the level of not lower than that of Under Secretary to the Govt. of India, is enclosed	Yes/No

**CERTIFICATE TO BE PROVIDED BY THE EMPLOYER OF THE APPLICANT**

1. The applicant, if selected, will be relieved immediately.
2. The applicant will not be allowed to withdraw this application subsequently.
3. Certified that the particulars furnished by the applicant have been checked from available records and found correct.
4. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
5. Integrity of the employee is certified as 'Beyond Doubt'.
6. No vigilance case is pending / contemplated against the employee.
7. It is certified that no penalty has been imposed on the employee during the last 10 years (alternatively, penalty statement during the last 10 years may be enclosed).
8. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed. Photocopies of ACRs/APARs have been attested on each page by an Officer not below the rank of Under Secretary or equivalent.

Signature.....

Name, Designation & Tele No. of the forwarding officer

Date:

Place:

(Office Stamp)