

**Ministry of Consumer Affairs, Food & Public  
Distribution**

**Department of Consumer Affairs**

(National Test House Division)

Gallery No. 12/2, Jam Nagar House, Shahjahan Road  
New Delhi-110011

Dated : 03 July, 2018

**Subject : Filling up of the post of Library & Information Assistant in National Test House (Eastern Region) at Kolkata in level-06 of pay matrix Rs. (35400-1,12,400) in the National Test House on deputation basis.**

It has been decided to fill up one post of **Library & Information Assistant** in National Test House, Eastern Region at Kolkata in the Level-06 of pay matrix (Rs. 35400-1,12,400) in the National Test House a subordinate Office under the Department of Consumer Affairs on deputation basis from the :-

Officers under the Central Government or State Government or Union Territories:-

**(a) (i)** holding analogous posts on regular basis in the parent cadre or Department; or

**(ii)** With six years' regular service in the post in Level-5 Rs. (29,200-92,300/-) or equivalent or PB-2 with GP Rs. 4200/- (pre revised);

**(iii)** With 10 years regular service in the post in Level-4 Rs. (25,500-81,100/-) in the pay matrix or equivalent or PB-1 with GP Rs. 2800/- (pre Revised) and

**(b)** Possessing the essential qualifications and experience as under:

**(i)** Bachelor's Degree in Library Science or Library & Information Science from recognized University/Institute.

**(ii)** Two year's professional experience in a Library under the Central Government or State Government or Autonomous or Statutory Organization or Public Sector Undertaking or recognized University or recognized Research & Educational Institute.

**Note-1:** The period of deputation (including short-term contract) including period of deputation (including short term contract) 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.

**Note-2:** The maximum age-limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of application.

**Note-3:** For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2016 or the date from which the revised level in the pay matrix based on the recommendations of the Seventh Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding level in the pay matrix extended based on the recommendations of the said Pay Commission except where there has been merger of more than one pre-revised scales of pay into one grade with a common level in the pay matrix and where this benefit will extend only for the post(s) for which that level in the pay matrix is the normal replacement grade without any upgradation.

**Desirable:** Diploma in Computer Application from a recognized University or Institute.

**The Place of posting: Kolkata**

2. It is requested that the applications in the given proforma (**Annexue-I**) from officers who are willing and fulfilling the above qualification and experience and whose service can be spared immediately on his/her selection to the post, may kindly be forwarded to the **Director General, National Test House, Block CP Sector V, Salt Lake, Kolkata-700091, within 60 (Sixty days) from the date of issue of advertisement in the Employment News/Rozgar Samachar**, alongwith attested copies of latest 5 years' Annual Performance Assessment Report (APARs) (each page attested by an officer not below the rank of Under Secretary) Vigilance Clearance, No Penalty statement during the last 10 years, Integrity Certificate and Cadre Clearance (As per proforma enclosed). Incomplete application without above mentioned documents will not be entertained. Application received after the closing date will not be entertained/considered.

(Anand Joshi)

Under Secretary to the Government of India

Tel./Fax No. 011-23073612

**ANNEXURE-I**

**Ministry/Department.....**

Application for the post of Library and Information Assistant, National Test House

- Name and Address (In Block Letters) (Complete postal address official and residential)
- Date of Birth (in Christian era)
- Present Post held & whether it is a Cadre or Ex-Cadre Post:
- Present Pay, Pay Matrix, Grade Pay:
- Permanent post held and its scale of Pay
- Educational Qualifications
- Special qualifications, if any;
- Details of post held from time to time
- Details of experience
- Whether belongs to SC/ST

**Date :**

**Signature of the Candidate**

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

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