

No. A-12011/5/2018-ADM

Government of India

Department of Personnel & Training

**Lal Bahadur Shastri National Academy of  
Administration, Mussoorie (LBSNAA)**

Applications are invited for appointment to the Post of **Library and Information Officer** in Level 11 (Rs. 67700/- – 208700/-) in pay matrix on deputation (including short-term contract) basis. Eligibility conditions i.e. qualifications and experience, period of deputation and duties etc. are as indicated below:

**Name of the Post** : **Library and Information Officer**  
**Pay in Pay Matrix** : **Level 11 (Rs. 67700/- – 208700) in Pay Matrix**  
**Method of Recruitment** : **Deputation (including short-term contract) Basis**  
**Classification of the Post** : **General Central Service, Group 'A', Gazetted,  
Non-Ministerial**  
**No. of Posts** : **One**

**Eligibility:** Officers of the Central Government or State Governments or Union Territories or Universities or Recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations:-

- a) (i) Holding analogous posts on regular basis in parent cadre/Department; or  
(ii) With five years' service in the grade rendered after appointment thereto on regular basis in level 10 (Rs. 56100/- – 177500/-) in the pay matrix; or  
(iii) With six years' service in the grade rendered after appointment thereto on regular basis in level 8 (Rs. 47600/- – 151100/-) in the pay matrix; or  
(iv) With seven years' service in the grade rendered after appointment thereto on regular basis in level 7 (Rs.44900/- – 142400/-) in the pay matrix; and  
(b) Possessing the following educational qualifications and experience:

**Essential Qualifications :**

(i) Master's Degree in Library Science or Library and information Science from a recognised University or Institute;

(ii) five years' experience in a Library of standing for example National Library or Library of a University or Government College or Institution of National Importance, for example National Archives, State Archives, Sahitya Academy or Administrative Training Institutes (ATI) or Central Training Institutes (CTI).

**DESIRABLE :**

(iv) One year experience of computerizing library activities in a library under the Central Government or State Government or Autonomous or Statutory Organisation or Public Sector Undertaking or University or Recognised Research or Educational Institution;

(v) One year professional experience of documentation work in a responsible capacity;

(vi) Diploma in Computer Application from recognized University or Institute.

**Duties and responsibilities of the post include:**

1. Assist the Incharge Library/PLIO in accordance with the policies set by Library Review and Development Committee.
2. Plans and evaluates levels of service and make recommendation to Incharge Library/ PLIO.
3. Under the guidance of Incharge Library/ PLIO establishes work priorities and delegates appropriately.
4. Understands and work within the financial structure of the Library System by providing budget input and monitoring relevant budget line items etc.
5. Confers periodically with library users to determine the extent to which existing library services meet their needs. Develops users awareness of library materials and services reviews the use of materials to plan for the future acquisition and gives input on budgetary needs.
6. Prepares reports, collect and monitors statistics.
7. Assist the library staff.
8. Any other work assigned by the competent authority.

**Age Limit:**

The maximum age limit for appointment on deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications for the above mentioned post.

**Period:**

The initial period of deputation (including short term contract) shall be for one year extendable upto maximum three years.

Willing candidates are required to submit their applications in triplicate in the prescribed

proforma along with Integrity Certificate, Cadre Clearance, Vigilance Clearance, Major/Minor Penalty imposed during the last 10 years in original duly signed by the competent authority and the complete and upto-date ACR dossiers (or photocopies of ACRs for the last 5 years duly attested on each page by Group "A" Gazetted Officer) of the officer who would be spared in the event of his/her selection may be sent to this Office **within 30 days** from the date of publication in the Employment News paper. Application received after the last date or without the CRs (or attested photocopies of the CRs) or otherwise found incomplete will not be considered.

**Note: The details of the vacancy along with prescribed form are available on the LBSNAA website <http://www.lbsnaa.gov.in>.**

(C. Sridhar)

**Deputy Director (Sr.) &  
Incharge Administration**

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