



F.No.1/2/NCSC/2015-Admn.
Government of India
National Commission for Scheduled Castes
(A Constitutional body set up under Article 338 of the Constitution of India)

5th Floor, Loknayak Bhawan,
Khan Market, New Delhi-110003.

Dated: 31.07.2015

CIRCULAR

Subject: Filling up the post of one Assistant Library and Information Officer in the National Commission for Scheduled Castes by deputation (Including short-term contract)

It is proposed to fill up one post of Assistant Library and Information Officer (General Central Service, Group 'A' Gazetted, Non- Ministerial) in the scale of Pay Band-3 of Rs. 15600-39100+GP Rs 5400/- in the National Commission for Scheduled Castes by deputation (Including short-term contract) initially for a period of one year likely to continue up to three years. The eligibility conditions for selection by deputation (Including short-term contract) for the said post are given below:-

(a) Officers under the Central or State Governments or Union Territory Administration or Universities or recognized Research Institutions or Public Sector Undertakings or Statutory or Autonomous Organization:

- (i) Holding analogous posts or regular basis in the parent cadre or Department; or
- (ii) With two years' service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band-2 in the pay scale of Rs. 9300-34800 with the Grade Pay of Rs. 4800/- or equivalent in the parent cadre or Department; or
- (iii) With three years' service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band-2 in the pay scale Rs. 9300-34800 with the Grade Pay of Rs.4600/- or equivalent in the parent cadre or Department; and

(b) Possessing the following minimum educational qualification and experience:

Essential:

- (i) Master's Degree in Library Science or Information Science or Documentation Science from a recognized University or Institute and
- (ii) Three years professional experience in a Public or Institutional Library:

Note1 Qualification is relaxable at the discretion of the Union Public Service Commission for the reasons to be recorded in writing, in case of candidates otherwise well qualified.

Note2 The qualification regarding experience is relaxable at the discretion of the Union Public Service Commission for the reasons to be recorded in writing, in cases of candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection, the UPSC is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the post reserved for them.

DUTIES TO BE PERFORMED

Asstt. Library & Information Officer in the NCSC shall perform the following duties:

1. Provide professional services utilizing conventional and electronic data base resources to in-house readers as and when required.
2. Remain current in his/her respective fields.
3. Maintain safety standards in his/her work areas; ensure that readers are not indulged in any practice which is detrimental to the interest of Library in particular and office in general.
4. Comply with published Policies and Procedures of the National Commission for Scheduled Castes. Documents of exclusive natures are not to be made available for general readers. Documents marked with 'Official Use' are not to be issued for taking outside the Library premises.
5. Maintaining reports of other Ministers/Departments/Autonomous Institutions/Research Bodies. Issue newspapers, magazines to the senior officers, as per entitlement in the NCSC and maintain records thereon.
6. Assist in the operation by performing special assignments such as organizing, cataloguing the collection, researching in automation or vendor options and studying the effectiveness of operations.
7. Provide reference services.
8. General up-keep of the Library shall be maintained.
9. Any other duties assigned by the competent authority.

