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GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. ERB-I/2011/3/8

New Delhi, dated 10.04.2017

CIRCULAR

Sub: Filling up the post of Assistant Library and Information Officer/NRM, New Delhi in Pay Band 2 Grade ₹ 9300-34800/- plus Grade Pay ₹ 4600/- (pre-revised).

It is proposed to fill up the Group 'B' Gazetted post of Assistant Library and Information Officer in National Rail Museum, New Delhi [(in Pay Band 2 Grade ₹ 9300-34800 plus Grade Pay ₹ 4600/- (pre-revised)] on deputation basis from amongst :-

Officers of the Railway Board/Zonal Railways:

- (a) (i) Holding analogous posts on regular basis; or
With 3 years' regular service in Pay Band-2 ₹ 9300-34800 plus Grade Pay ₹ 4200 (pre-revised) or equivalent; and
- (b) Possessing the following educational qualifications and experience:
- (i) Degree of a recognized University or equivalent;
- (ii) Bachelor's Degree or Diploma in Library Science of a recognized University/Institute or equivalent;
- (iii) Two years' professional experience in a library of standing or Diploma in Computer Application from a recognized University/Institute or equivalent.

Note: Period of deputation including the period of deputation in another ex-cadre post held preceding this appointment in the same or some other Organisation 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 receipt of applications.

The crucial date for determining the educational qualification/other eligibility conditions shall be the closing date for receipt of applications from the candidates. It may be brought to the notice of the candidates applying for the post that they shall not be allowed to withdraw their candidature subsequently under any circumstances.

Contd.../-

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12/4/17

Sri D. Das
S. Prasad
25/04/17

Ch. 02/12

8
24/4/17

18/04

18/4

3. The names of such officers, who are eligible in terms of the above specified conditions and are desirous of being considered for the post of Assistant Library and Information Officer/National Rail Museum/New Delhi, may please be forwarded, in the prescribed proforma enclosed at Annexure-A, alongwith attested photocopies of their APARs for the last 5 years, latest D&AR/SPE/Vigilance clearance reports, Integrity Certificate etc., so as to reach the undersigned by 26.05.2017 in Room No. 536-A, Rail Bhavan, Raisina Road, New Delhi- 110001.



(Shekhar Kashyap)
Under Secretary (Estt)III
Railway Board

DA: One proforma

Copy to:

1. The General Managers, all Indian Railways, including ICF, RCF, CLW, DLW, RWF, CORE.
2. The Director General, RDSO, Lucknow.
3. The Chief Personnel Officers, All Indian Railways
4. The Chief Administrative Officers (MTP), New Delhi, Mumbai and Chennai.
5. CAO/COFMOW, Tilak Bridge, New Delhi.
6. CAOs/Diesel Loco Modernisation Workshop, Patiala and DLW/Varanasi.
7. Director General, National Academy of Indian Railways, Vadodara.
8. The Director IRIEEN, Nasik Road, Nasik.
9. The Director, IRIMEE, Jamalpur.
10. The Director, IRISSET, Secunderabad.
11. The Director, IRICEN, Pune.
12. Railway Rates Tribunal, 3, Dr. P.V. Cherian Crescent Road, Chennai-15.
13. Railway Claims Tribunals, Ahmedabad, Bangalore, Bhopal, Bhubaneswar, Delhi, Ernakulam, Ghaziabad, Gorakhpur, Guwahati, Jaipur, Kolkata, Lucknow, Nagpur, Patna and Secunderabad.
14. ED/Heritage, JS, Dir/NRM, DE(GP), DIP, Dir.(Admn), Dir.(GA), Railway Board.
15. RBCC (for uploading the same at <http://www.indianrailways.gov.in/> - for IR Personnel - Vacancy Circular - VC for RB Posting - Ex Cadre Post).
16. 'G' Branch, Railway Board (with 5 spares for placing on the Notice Board).
17. E(O)I, II, III, ERB-II, E(GP), NRM, Library, Heritage Cell of Railway Board.

ANNEXURE-A

BIO-DATA (PROFORMA)
(To be furnished in duplicate)

Application for the post of _____

1. Name and Address in Block letters
2. Date of Birth (In Christian Era)
3. Educational Qualifications:
4. Whether educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).

Qualifications/
Experience required

Qualifications/
Experience possessed
By the officer

Essential i)

ii)

5. Please state clearly whether in the light of entries made by you, you meet the requirements of the post.
6. Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient

Office/Instt/ Orgn	Post held	From	To	Scale of Pay	Nature of duties
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7. Name of present post held

8. Nature of present post held –
Whether ad-hoc, temporary or permanent.
9. Post holding on regular basis, Scale of pay therein
and date from which it is being held on regular basis
10. In case the present employment is held on
deputation basis please state:

- a) The date of Initial appointment
- b) Period of appointment on deputation
- c) Name of the parent office/organization
to which you belong.

11. Are you in Revised scale of pay?
If yes, give the date from which the
revision took place and also indicate
the pre-revised scale.
12. Additional Information, if any, which
you would like to mention in support
of your suitability for the post. Enclose
a separate sheet, if the space is insufficient.
13. Whether you belong to SC/ST
14. Remarks, if any.

Date:

Signature of the candidate

Address:

Certificate to be recorded by the employer while forwarding the application:-

- 1) Certified that the particulars of the officer has been verified and found to be
correct. The date of his empanelment in the present substantive grade of
_____ is _____.
- 2) It is also certified that he is clear from vigilance angle and no disciplinary
proceedings are either pending or/and contemplated against Shri
_____. Integrity of the officer is beyond doubt. The up-to-date CR
dossiers in respect of Shri _____ are enclosed herewith. A
certificate regarding major/minor penalties imposed on the candidate, during the
last 10 years, and cadre clearance is also enclosed.

Signature of Head of the Dept.
(with office seal / stamp)

Date: