

No. A-12011/7/2008-Estt.
Government of India
Ministry of Petroleum & Natural Gas

Shastri Bhawan, New Delhi
Dated 18th August, 2008

Subject: Filling up the post of Library Attendant in the Ministry of Petroleum & Natural Gas.

Application for appointment for the post of Library Attendant in the Ministry of Petroleum & Natural Gas is invited in the prescribed proforma as per the Annexure-II from eligible persons for filling up the post on Direct Recruitment basis. The particulars regarding the post are given Annexure-I.

2. It is requested that applications of such eligible candidates, as are desirous of being considered for the post and who can be relieved immediately on selection, may be forwarded along with their complete and up to date C.R. dossiers, Vigilance Clearance and Integrity Certificates to the undersigned within a period of 45 days from the issue of this circular. Applicants will not be allowed to withdraw their candidature at a later date. Application received without the up to date CR dossiers, Vigilance Clearance and Integrity certificate will not be entertained.



[Arunoday Goswami]
Under Secretary to the Govt. of India

Copy to :

1. All Ministries/Departments of the Government of India
2. Director [NIC] with the request to put on internet and also "on line Notice Board"
3. Hindi Section for Hindi version of this circular.
4. Library of Petroleum & NG.
5. Spare copies.

1. Name of the Post & Classification Library Attendant
2. Number of Post One
3. Classification "General Central Service, Group-D Non - Gazetted"
4. Ministry/Department Ministry of Petroleum & Natural Gas
5. Scale of Pay 2610-60-2910-65-3300-70-4000
6. Method of Recruitment By Direct Recruitment
7. Eligibility conditions:
 - [a] Officials of the Central Government
 - [i] holding analogous posts on regular basis; or
 - [ii] Junior Library Attendant with 2 years regular service in the grade.
 - [b] Essential: 8th Standard pass
8. Last date of receipt of application : 45 days from the date of issue.

PROFORMA

1. Post applied for
2. Name and address in Block Letters
3. Date of Birth
4. Date of Retirement under Central Govt. rules
5. Educational Qualifications
6. 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)

Qualification/Experience Required	Qualification/Experience Possessed
--------------------------------------	---------------------------------------

7. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post?
8. Details of employment, in chronological order (enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)

Ministry/Department	Post held	From	To	Scale of Pay And Basic Pay	Nature of Duties Duties
---------------------	-----------	------	----	-------------------------------	----------------------------

9. Nature of present employment i.e. ad-hoc or Temporary or quasi-permanent or permanent
10. In case the present employment is held on Deputation basis/contract basis, please state;
 - (a) The date of initial appointment
 - (b) Period of appointment on deputation/contract
 - (c) Name of the parent Office/Organization to which belong.

11. **Additional details about present employment**
Please state whether working under
- a) Central Government
 - b) State Government
 - c) Autonomous Organisation
 - d) Universities
 - e) Others
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade
13. 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
14. Total emoluments per month now drawn
15. Whether belongs to SC/ST
16. Additional information, if any
17. Remarks, if any

Signature of the Candidate

Address _____

Service particulars given by the applicant are verified with reference to service records and found to be correct.

- (i) It is certified that no vigilance case is either pending or being contemplated against the officer.
- (ii) It is certified that no major/minor penalty has been imposed on the officer during the last 10 years.
- (iii) It is certified that the integrity of the officer is beyond doubt.

Signature with seal of the Competent Authority