A-34014/01/2024-Admn.I
भारत सरकार / **Government of India**
संचार मंत्रालय / **Ministry of Communication**
दूरसंचार विभाग / **Department of Telecommunications**
******
415, Sanchar Bhawan, 20, Ashoka Road,
New Delhi- 110001
Dated : 31.10.2026

VACANCY CIRCULAR

Subject: Filling up the post of Assistant Library and Information Officer [General Central Service, Non-Ministerial, Gazetted, Group 'B' in Pay Level 07 (Rs.44,900-1,42,400) in the Pay Matrix, on deputation (including short term contract) basis in Department of Telecommunications (DoT) Headquarters, Sanchar Bhawan, New Delhi- reg.

It is proposed to fill up one post of Assistant Library and Information Officer (ALIO), General Central Service, Non-Ministerial, Gazetted, Group 'B' in Pay Level 07 (Rs.44900-142400) in the Pay Matrix in Department of Telecommunications (Hqrs)., Sanchar Bhawan, New Delhi on deputation (including short term contract) basis.

2. The eligibility criteria attached to the post of ALIO as per Ministry of Communications, Department of Telecommunications, Assistant Library and Information Officer, (Group 'B' Post) Recruitment Rules 2023 notified on 15.11.2023 are as follows: -

Deputation (including short-term contract) basis:

Officers from the Central Government or State Governments or Union Territories or Public Sector Undertakings or Statutory or Autonomous Bodies or Recognised Research Institutions or Universities:

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

or

(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-6 or equivalent in the parent cadre or Department; and

(b) Possessing the following Educational qualification and experience, namely;

A. **Essential Qualifications:**

Bachelor's Degree in Library Science or Library and Information Science from a recognised University or Institute, along with two years' professional experience in a library under the Central Government, State Governments, Autonomous or Statutory Organisations, Public Sector Undertakings, Universities, or recognised Research or Educational Institutions.

B. Desirable Qualification:

Master's Degree in Library Science or Library and Information Science

from a recognised University or Institute, along with a Diploma in Computer Applications from a recognised University or Institute; Experience: Not applicable.

3. List of duties /responsibilities attached to the post of Assistant Library & Information Officer in DoT (HQs) is as per the attached list (Annexure-III) , which inter-alia includes the following:

1. Acquisition Process,
2. Classification Process
3. Automation of library system software
4. Circulation Service
5. Issue and return of library documents
6. Register new users and issue library passbooks
7. Reference Service
8. Photocopying/Printing Services
9. Collection Maintenance
10. Sort and re-shelve returned books, periodicals, and other materials.
11. Organise and maintain library materials.
12. Perform shelf revision on a regular basis.
13. Organise and maintain periodicals and reference materials.
14. Shelving and shelf rectification according to its classification system
15. Stock Verification of library collection
16. Weeding out of obsolete Documents.
17. Any other work assigned by DOT Management from time to time.
18. Overall supervision of:
    I. Stock verification of entire library collections
    II. Weeding out obsolete documents.
    III. Establishing correspondence with vendors for invoices, bills, supplies, delays, and payments.
19. Supervise and coordinate work of the DoT Library system.
20. To provide guidelines/references to the members/Users in the use of the Library.
21. To plan the book acquisition of the library and select books for order.
22. To work out arrangements of complimentary books given to the DoT Library.
23. To develop a programme of library management for improving the efficiency of the library.
24. Any other work entrusted by the competent authority from time to time.

4 . **Regulation of pay and other terms of deputation**: The pay of the Officer selected will be regulated in accordance with the DoPT OM No. 6/8/2009-Estt. Pay II) dated 17th June 2010 read with OM No. 2/6/2018-Estt. (Pay II) dated 18.05.2018 and as amended from time to time.

5 . **Age-limit** : The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 (fifty-six) years as on the last date of receipt of applications.

6 . **Period of deputation**: The Period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years.

7. Application along with Bio-data (in duplicate) in the prescribed proforma (Annexure-I) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the forwarding Authority (in proforma at Annexure-II) along with the following documents may be forwarded in respect of each candidate separately to **Shri Sumish, Under Secretary (Admn.I), Room No. 417, Fourth Floor, Sanchar Bhawan, New Delhi-110001**.

i. Integrity certificate.
ii. Statement of major/minor penalties imposed if any, on the official during the last 10 years; (if no penalty has been imposed a 'nil' certificate should be enclosed).
iii. Vigilance clearance certificate.
iv. Attested photocopies of the APARs for the last five years i.e. 2020-21 to 2024-25 (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India).
v. Cadre clearance.

8. The Last date for receipt of applications is 60 days from date of publication in Employment News:

9. The candidates may download the Vacancy Circular from the website of the Department of Telecommunications under the 'Offerings → Vacancies' tab (https://www.dot.gov.in/offerings/vacancies?page=1). Applications not forwarded through the proper channel, received without the requisite certificates and necessary documents, or found to be incomplete in any respect shall not be entertained.

10. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. Government strives to have a workforce who reflect gender balance and women candidates are encouraged to apply.

(Sumish)
Under Secretary to the Govt. of India
Tele: 2303 6210
Email: usadmin1-dot@gov.in

Encl: Annexure-I & Annexure-II.

To,

1. All Ministries/Department of Government of India (for widecirculation).
2. All Sections/Units of Department of Telecommunications- through e office notice board.
3. Director (IT-II), DOT — for uploading the Vacancy Circular on the website of DOT.
4. DOP&T Website.

5. Notice Board, DoT.
6. To all reputed Libraries.

ANNEXURE-I

BIO-DATA / CURRICULUM VITAE PROFORMA
For the post of Assistant Library & Information Officer (DoT) on Deputation (Including Short Term Contract)

1	Name & Address (in Block Letters)	
2	Date of Birth (in Christian Era)	
3(i)	Date of entry in service	
3(ii)	Date of retirement (under Central/State Govt. Rules)	
4	Educational Qualifications	

5. Whether Educational and other qualifications required for the post are satisfied:

Qualifications/Experience required as per DoT RRs	**Qualifications/Experience possessed by the officer**
Eligibility:	
(a) Holding analogous posts on regular basis in the parent cadre/department; or	
(b) With five years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-6 or equivalent in the parent cadre or Department; and	
Essential Qualifications:	
Bachelor's degree in Library Science or Library and Information Science of a Recognised University or Institute.	
Experience: Two years' professional experience in a Library under Central Government or State Governments or Autonomous or Statutory Organisations or Public Sector Undertakings or Universities or recognised research or Educational Institutions.	
Desirable Qualifications:	
(i) Master's degree in Library Science or Library and Information Science of a Recognised University or Institute.	
(ii) Diploma in Computer Applications from a Recognised University or Institute.	

6. Details of Employment (in chronological order)

Office / Institution	**Post held on regular basis**	**From**	**To**	**Pay Matrix Level / Pay Band & Grade Pay**	**Nature of Duties***

*(Applicant may attach separate annexures, if required)

7. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent: _____

8. In case the present employment is held on deputation/contract basis:

Particulars	**Details**
(a) Date of initial appointment	
(b) Period of appointment on deputation/contract	
(c) Name of parent office/organization	
(d) Name of post & pay held in substantive capacity	

9. Additional details about present employment: Central Govt. [ ]/State Govt. [ ]/ UT[ ]/PSU[ ]/University[ ]/Research Institution[ ]/Autonomous[ ]/Statutory Organization[ ].

(Tick the checkbox [ ] against the options)

10. Total Emoluments per month now drawn

Particulars	**Details**
Basic Pay	
Level in Pay Matrix	
Total Emoluments	

11. Additional Information: _____

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the curriculum vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Address:

Mobile No./Telephone No.:

Date:

ANNEXURE-II

CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF OFFICE/FORWARDING AUTHORITY

Certified that the particulars furnished by Shri/Smt. _____ are correct and he/she possesses the educational qualifications and experience mentioned in the DoT vacancy circular.

2. Also certified that:

i. There is no vigilance or disciplinary case pending/being contemplated against Shri/Smt.....
ii. His/Her integrity is certified.
iii. The photocopies of the APARs for the last 5 years (for the year from 2020-21 to 2024-25) duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
iv. No major/minor penalty has been imposed on him/her during the last 10 years.
v. A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.
vi. This office has no objection in relieving the official in case of his/her appointment to the post.

Date

Place

Signature

Name & Designation

Office Seal