

Dr. Ambedkar International Centre
Department of Social Justice and Empowerment
Ministry of Social Justice and Empowerment
Govt. of India

15, Janpath, New Delhi

Date: 29 February, 2024

CIRCULAR

Applications are invited for filling up of the following posts in Dr. Ambedkar International Centre, Ministry of Social Justice and Empowerment, 15, Janpath, New Delhi-110001, on deputation basis from suitable candidates who fulfill the eligibility conditions as shown below:-

S.No.	Name of Post	No. of Posts	Pay Scale (Rs.)	Eligibility Conditions
1.	Library and Documentation Officer	01	Pay Band 4, Rs. 37400-67000 + GP Rs. 8700 (Pre revised presently it is under Level - 13 in 7th Pay commission).	Officers under the Central Govt. / State Govt. / Union Territories / Universities / Recognized Research Institutions / Public Sector Undertakings / Autonomous, Semi Govt. or Statutory Organizations etc. (a) (i) Holding analogous posts Pay Band—4 (Rs. 37400-67000) with Grade Pay of Rs. 8700 pre revised presently under level -13 on regular basis); or (ii) With five years' regular service in the posts Pay Band-3 (Rs. 15600 - 39100) with Grade Pay of Rs. 7600 pre revised presently under level -12 on regular basis or equivalent; (iii) With ten years' regular service in the posts Pay Band-3 (Rs. 15600 - 39100) with Grade Pay of Rs. 6600 pre revised presently under level -11 on regular basis or equivalent ; (b) Possessing the Following educational qualification, experience — Bachelor Degree in Library Science or Library and Information Science from a recognized University with 15 years of professional experience in a Library under Central/ State/

				UT Government / Autonomous or Statutory Organization / PSU/ University or Recognized Research Educational Institution.
2.	Associate Professor	01	Pay Band 4, 37400-67000 + GP Rs. 8700 (Pre revised presently it is under Level – 13 in 7th Pay Commission).	Officers under the Central/or State Govt./Union Territories / Universities / Recognized Research Institutions/Public Sector Undertaking /Autonomous, Semi Govt. or Statutory Organizations etc. (a) (i) Holding analogous posts Pay Band - 4 (Rs. 37400-67000) with Grade pay of Rs. 8700 pre revised presently under level -13 on regular basis); or (ii) With five years' regular service in the post Pay Band -3 (Rs. 15600 - 39100) with Grade pay of Rs. 7600 pre revised presently under level -12 or equivalent ; (iii) With ten years' regular service in the posts pay band -3 (Rs. 15600 -39100) with Grade pay of Rs. 6600 pre revised presently under level -11 or equivalent; (b) Possessing the following educational qualification, experience – Doctoral degree from a recognized University with 8 years of professional experience in teaching/ research/industry /professional or which at least 4 years teaching experience should be at the level of Assistant Professor or equivalent.
3.	Assistant Caretaker	01	Pay Band - 1, Rs. 5200-20200 + GP Rs. 1900 (Pre revised presently it is under Level – 2 in 7th Pay Commission).	Officers under the Central Govt. / State Govt. / Union Territories / Universities / Recognized Research Institutions/ Public Sector Undertakings / Autonomous, Semi Govt. or Statutory Organizations etc. (a) (i) Holding analogous posts Pay Band—1 (Rs. 5200-20200) with Grade Pay of Rs. 1900 pre revised presently under level -2 on regular basis or equivalent; or (ii) With three years' regular service in the posts Pay Band-1 (Rs. 5200-20200) with Grade Pay of Rs. 1800 pre revised presently under level -1 on regular basis or equivalent; (b) Possessing the Following qualification, experience — Preference to persons having experience in Store keeping will be given preference.

2. Period of deputation including in another ex-cadre post held immediately preceding this appointment in the same organization / department shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.

3. The pay of the officer selected will be regulated in accordance with DoPT & OM No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010, as amended from time to time.

4. The selected officers will be on deputation for a period of three years initially which can be curtailed or extended further, depending upon the requirement and with the consent of the officer and approval of the leading department. The usual deputation terms will apply.

5. The application in the enclosed proforma (can be down loaded from the official website of DAIC i.e. <https://daic.gov.in> and the official website of Ministry of Social Justice and Empowerment i.e. <https://socialjustice.nic.in> from eligible officers who can be spared in the event of the selection may be forwarded through proper channel to the undersigned on or before **30 Days from the date of publishing in Daily News Papers** with (a) up-to-date ACR Dossiers of the candidate concerned or attested photocopies of the annual confidential reports for the last five years; (b) Vigilance Clearance Report clearly indicating that no disciplinary or criminal proceedings are either pending or contemplated against the officer concerned; (c) Statement showing the minor/major penalties imposed, if any, and (d) Integrity Certificate.

6. Queries/Clarification will be considered as final vide Recruitment Rules (RR) issued from Ministry of Social Justice & Empowerment, Department of Social Justice & Empowerment on 19.09.2016.

7. Application in the prescribed format (As per Annexure- I, II, III, IV, and V) and Educational / Experience documents should be submitted in the O/o Director, Dr. Ambedkar International Centre, 2nd Floor, 15, Janpath, New Delhi-110001 on or before 30 Days from the date of publishing in Daily News Papers. Please mention subject **“Application for the Post of Library and Documentation Officer” or “Application for the Post of Associate Professor” or “Application for the Post of Assistant Caretaker”** in the sealed envelope.

(Akash Patil)
Director, DAIC

आकाश पाटील / Akash Patil
निदेशक / Director
डॉ. अम्बेडकर अंतर्राष्ट्रीय केन्द्र
Dr. Ambedkar International Centre
सामाजिक न्याय और अधिकारिता मंत्रालय
Ministry of Social Justice & Empowerment
भारत सरकार, नई दिल्ली
Government of India, New Delhi

To:

- 1) All Ministries / Department of Government of India.
- 2) All Chief Secretaries States/ UTs.
- 3) All Central / State Universities or Institutions.
- 4) CGDA, Office of the CGDA, Ulan Batar Road, Palam, Delhi Cantt. – 110010.
- 5) Controller General of Accounts, Office of Controller General of Accounts, Ministry of Finance, Lok Nayak Bhawan, Khan Market, New Delhi-110002.

- 1/36507/2024
- 6) Director General of Audit (Central Expenditure), Office of the Director General of Audit (Central Expenditure). Room no. 206, 2nd Floor, AGCR Building, I.P. Estate, New Delhi-110002.
 - 7) Comptroller and Auditor General of India, Office of the Comptroller and Auditor General of India, Pocket-9, Deen Dayal Upadhyaya Marg, New Delhi-110124.
 - 8) Director (CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi- with the kind request to upload this circular on DoPT's website for wider Circulation.
 - 9) Consultant (Digital Media), DAIC to upload the Vacancy Circular in the official website of DAIC and Dept. of SJ&E.

I/36507/2024

Application Form

1. Name of the Applicant (In BLOCK LETTER):
2. Applied for the post of :
3. Date of Birth (DD/MM/YY):
4. Educational Qualifications:
5. Whether belong to SC/ST:
6. Address:
7. Gender:
8. Experience possessed:
9. Date of retirement under Central/State Government rule:
10. Contact Number:
11. E-mail id:
12. Qualification / and Experience Required as per format given below:

Qualifications Required	Qualifications possessed by the Officer
Essential	
Desirable	

Experience Required	Experience possessed by the Officer
Essential	
Desirable	

12 (a) State clearly in light of entries made by you at para 11 above weather you qualify for post applied: Yes / No.

13. Details of employment, in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

OFFICE/ INSTITUE/ ORGANISATIO N	POST HELD AND SERVICE/ CADRETO WHICH IT BELONG	FROM	TO	PAY IN THE PAY BAND AND CLASSIFICATIO N OF POST	NATURE OF DUTIES
(1)	(2)	(3)	(4)	(5)	(6)

14. Nature of Present employment, i.e.:

- i. Ad-hoc basis
ii. Regular/on temporary basis
iii. Pay in the pay band Grad Pay drawn
iv. Grade pay drawn

15. Additional details about present employment, please state whether working under:

- i. Central Government
ii. State Government
iii. Autonomous Organization
iv. Government Undertaking
v. Universities

16. In case the present employment is held on Deputation/contract basis, please state:

- i. The date of initial appointment
ii. Period of appointment On deputation/contract
iii. Name of the parent office/organization to which you belong

17. Are you in Revised Pay Structure? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

18. Total emoluments per month now drawn

19. 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)

20. Remarks.

21. It is certify that above information is / are best of my knowledge.

(Signature of Candidate)

Date:

Place:

Vigilance Clearance Certificate

Certified that no Vigilance Case of disciplinary proceedings or criminal proceedings is either pending or contemplated against _____ who has applied for the post of _____ in Dr. Ambedkar International Centre, 15, Janpath, New Delhi-110001 on deputation basis.

(Authorised Signatory)

Name & Office Seal:

Date:

(Not below the rank of Deputy Secretary)

Integrity Certificate

After scrutinizing annual Confidential Report/ Annual Performance Appraisal reports of _____ who has applied for the post of _____ in Dr. Ambedkar International Centre, 15, Janpath, New Delhi-110001 on deputation basis, is certified that his / her integrity is beyond doubt.

(Authorised Signatory)

Name & Office Seal:

Date:

(Not below the rank of Deputy Secretary)

ANNEXURE-IV

ACR Documents (Duly Signed by Concerned Authority)

Copy of last 5 years ACR of Shri / Ms. / Mrs.
_____ who has applied for the post of
_____ in Dr.
Ambedkar International Centre, 15, Janpath, New Delhi-110001 on deputation basis,
is enclosed herewith.

(Authorised Signatory)

Name & Office Seal:

Date:

(Not below the rank of Deputy Secretary)

No Penalty Certificate

Certified that no minor / major penalty has been imposed during the last 10 years on _____ who has applied for the post of _____ in Dr. Ambedkar International Centre, 15, Janpath, New Delhi-110001 on deputation basis, is enclosed herewith.

(Authorised Signatory)

Name & Office Seal:

Date:

(Not below the rank of Deputy Secretary)