

No. A-12034/24/2019-Admn.I
Government of India/Bharat Sarkar
Ministry of Labour & Employment/Shram Aur Rozgar Mantralaya
Main Secretariat/Mukhya Sachivalaya

Shram Shakti Bhawan, Rafi Marg,
New Delhi, Dated the 8 June, 2020

CIRCULAR

Ministry of Labour & Employment invites applications from retired persons from Central Government Ministries/Departments/PSUs for engagement of one (01) Consultant having experience as Assistant Library Information Officer (ALIO), purely on contractual basis.

2. The guidelines for engagement of Consultant in the Ministry of Labour & Employment containing the details regarding eligibility criteria, selection procedure, etc. are available on the website of the Ministry, i.e., <https://labour.gov.in>. The candidates are advised to go through these guidelines before submitting their applications.

3. The general requirements and other terms and conditions for the engagement are as under:-

(i) Eligibility Criteria

- Applicant should have working experience of at least 10 years as Assistant Library Information Officer (ALIO).

(ii) Scope of Work/Job responsibility:

- He/She will place supply orders/renewal of journals/purchasing of books/scrutinize bills for books, periodicals and all ther miscellaneous items purchased before sending for approval of Competent Authority
- Provide reference and information service to library users, bibliogrpay, materials, reference, and inter library request.
- Classification of new Books.
- Help in conducting Library Committee meeting and other day-to-day work in the library.
- Documentation work of the library.
- Arrange to settle the Audit para/queries.
- He/She will select relevant material in the newspaper/magazines for clipping.
- Weeding out of books/magazine/journals.
- He/She will also responsible for performing such other duties and responsibilities as may be assigned from time to time as per requirement.

4. **General Terms and Conditions of Engagement:**

General terms and conditions regarding engagement of Consultants viz. Remuneration, Allowances, Age Limit, Leave, Working Hours, Period of Engagement as Consultant, etc. will be governed by the Guidelines for engagement of consultants.

5. **How to Apply:**

Interested/eligible candidates may send their duly filled in applications in the prescribed Form (Annexure-A) by email (adm1@nic.in) **within 21 days** from the date of issue of this circular. Applications received after due date will not be considered.



(C.S. Rao)

Under Secretary to the Govt. of India

- (i) IT Cell, M/o Labour & Employment with a request to upload this Circular on the website of this Ministry under the relevant heading.
- (ii) Notice Board

ANNEXURE-A

**Application for the post of Consultant in the Ministry of Labour & Employment
New Delhi**

Recent
Passport Size
Photograph

1.	Full Name (in Block Letters)		
2.	Father's/Husband's Name		
3.	Date of Birth		
4.	Contact details	Mobile No./Tel. No.	
		Email ID	
5.	Address for communication		
		PIN:	
6.	Date of Joining of Government Service		
7.	Age as on date		
8.	Whether SC/ST/OBC		
9.	Whether Physically handicapped		
10.	Date of retirement and the post from which retired (enclose copy of retirement order)		
11.	Name of the Ministry/Department from which retired		
12.	Last Pay Drawn (Please enclose copy)		
13.	Education/ Technical Qualification (Please enclose copy of Certificate/ Mark Sheet)		
14.	P,P,O.No. (Please enclose copy)		
15.	Details of Computer Knowledge		
16.	Brief particulars of Experience of the last 10 years (assignment-wise) [A separate sheet may be annexed]		

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete or ineligibility being detected at any time before **or** after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Ministry of Labour & Employment. I have read this circular and accept all the terms and conditions for engagement of Consultants.

Place:

Signature

Date

(Full name of the applicant)