



CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE

केंद्रीय कुष्ठ रोग शिक्षण एवं अनुसंधान संस्थान
DIRECTORATE GENERAL OF HEALTH SERVICES

स्वास्थ्य सेवा महानिदेशालय
MINISTRY OF HEALTH AND FAMILY WELFARE

स्वास्थ्य और परिवार कल्याण मंत्रालय

GOVERNMENT OF INDIA

भारत सरकार



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FNo.04/02/CLTRI/E.I/2021.

Dated: 18.11.2023

NOTIFICATION

Applications are invited for the post of Librarian (Library Information Assistant) by Transfer on Deputation (including short term contract) basis.

Name of the Post : **Librarian (LIBRARY INFORMATION ASSISTANT)**
(General Central Service, Group 'B', Non-Gazetted,
Non-Ministerial)
Number of Post : 1 (One)
Pay Level : LEVEL-6 in the pay matrix (Rs.35,400-1,12,400/-)

1. Eligibility (As per the existing Recruitment Rule for the post)

- (a) The Officer holding analogous post on a regular basis in the parent cadre or Department of Central Government/ State Government / Union Territories /Non- Government bodies e.g. Universities, Research Institutions and Public Sector undertakings.

or

With 5 years' service rendered in Assistant Librarian (Library Clerk) after appointment to the post on regular basis in Level -2 in the pay matrix (Rs.19,900-63,200) in the parent cadre or Department of Central Government/ State Government / Union Territories /Non- Government bodies e.g. Universities, Research Institutions and Public Sector undertakings.

- (b) The Departmental officials in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on Transfer on Deputation (including Short term contract).
- (c) Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

2. List of Duties and Responsibilities attached to the post of Librarian (Library Information Assistant) at CLTRI are as under:

- (a) To be an overall charge of library section.
(b) To handle all matters relating to procurement of books and journals,
(c) Maintenance of stock Account, safe custody and issue to users.
(d) Rendering Assistance to officers in tracing back references etc.

3. Regulation of pay and other terms of Transfer on deputation:-

The pay of the selected candidate will be regulated under the provisions contained in the DoP&T O.M No.6/8/2009-Estt. (pay-II) dated 17.06.2010 as amended from time to time.

4. Age-Limit:-

The maximum age-limit for appointment by Transfer on deputation shall be not exceeding 56 years as on the closing date of receipt of applications as per the existing rules.

5. Period of Transfer on deputation (Including Short Term Contract):-

The Deputation period will be maximum of 3 years. The period of Transfer on deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organisations or departments of the Central Government shall ordinarily not to exceed three years.

6. General Terms and Conditions

- (i) The deputation period may be curtailed at the discretion of the Director at any time.
- (ii) The posts carry usual allowances as admissible to Central Government Employees.
- (iii) The application of eligible and willing candidates for appointment to the said post may please be forwarded through proper channel to this office within 45 days from the date of publication of this advertisement in the Employment News/ New paper/ CLTRI official website whichever earlier.
- (iv) The application shall be neatly typed in the A4 sheet as per the annexure format and with all the relevant fields filled completely.
- (v) The application should clearly indicate the service particulars, experience and educational qualifications etc., as per the enclosed Format.
- (vi) Documents required (All copies of certificates / documents enclosed with the application should be attested by an officer not below the rank of the Head of Institution or equivalent).
 - (a) ACRs/APARs for the last five years.
 - (b) Experience Certificate.
 - (c) No Objection Certificate from parent Department / Organisation.
 - (d) Vigilance clearance / Integrity Certificate from parent Department / Organisations.
 - (e). Certificate of major / minor penalty imposed, if any, on the officer during the last ten years / entire service period, whichever is less.
 - (f). Educational Qualifications.
 - (g) Any other relevant certificate to the post of Librarian (Library Information Assistant).

- (vii) The cadre Authorities may ascertain that the particulars sent by the officers are correct as per their service records.
 - (viii) Incomplete application(s) or Applications received without above mentioned documents are liable to be summarily rejected. Applications sent through Mail / Fax and after closing date for the receipt of application will not be accepted.
 - (ix) The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
 - (x) The Director, CLTRI is having the right to postpone or cancel the notification at any time without assigning any reason.
7. Please refer Recruitment Rule G.S.R. 620 dated 19th August 1989 to the post of Librarian (Library Information Assistant), Central Leprosy Teaching Research Institute, Chengalpattu for further reference.
 8. The application with necessary enclosures may be sent through proper channel by post to, **“The Director, Central Leprosy Teaching & Research Institute, Chengalpattu, Chengalpattu District, Tamil Nadu, PIN- 603 001”**.
 9. For enquires contact **044-27426274(75)**.



**DIRECTOR
(ADDITIONAL CHARGE)**

**Application for the post of Librarian (Library Information Assistant) by
Transfer on Deputation (including short term contract)**

1. Name :
2. Father / Husband Name :
3. Permanent Residential Address :
4. Age /Date of Birth :
5. Whether SC/ST/OBC/PH :
6. Educational Qualification :
7. Technical Qualification :
8. Service Particulars
 - (a) Present post :
 - (b) Department / Organisation :
 - (c) CPC/GPF/EPF/PRAN NO :
9. Particulars of the past service :

(Paste Self
attested
Passport size
photograph)

Department / Office	Post held (Specify whether ad- hoc or regular)	Period		Scale of Pay of the post	Nature of Duty
		From	To		
1	2	3	4	5	6

10. Particulars of Experience (in Detail) :
11. Any other information :
12. Enclosures
 - a. ACR/APAR (for 5years) : Yes / No.
 - b. Certificates (Educational) : Yes/No
13. Address for communication with
E-mail id and contact No. :

UNDERTAKING

I _____ hereby declare that all the statements made in this application are true and complete to the best of my knowledge & belief. I undertake that the department can take action against me or cancel my candidature without any intimation in case the declaration found to be guilty of furnishing wrong information or suppressing any facts.

Signature of Candidate.

Date:

Place:

(To be filled by the parent Office /Department)

Certified that the particulars furnished above by the candidate have been verified from his/her service records and found to be correct. It is also certified that no liability or vigilance case is either pending or contemplated against him/her. He/her ACRs (attested copies) are enclosed.

Date:

Signature of the Head of Office.

*All the fields are mandatory

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नाग नहीं होता।

यहाँ "न" विभागीय पदोन्नति समिति में शामिल नाग नहीं होता।

है :-

1. वरिष्ठतम उप निदेशक-- अध्यक्ष;
2. वरिष्ठतम सहायक निदेशक-- सदस्य
3. प्रशासन अधिकारी-- सदस्य

[सं. ए-12018/5/87-से. (सी. सी. बी.)]

कोवि सक्सेना, प्रवर सचिव

G.S.R. 620.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the President hereby makes the following rules regulating the method of Recruitment to certain Groups 'C' posts in the Central Leprosy Teaching and Research Institute, Chengalpattu namely :—

1. Short title and commencement.—These rules may be called the Central Leprosy Teaching and Research Institute, Chengalpattu (Group 'C' posts) Recruitment Rules, 1988.

2. They shall come into force on the date of their publication in the Official Gazette.

2. Number of posts, classification and scales of pay.—The number of said posts, its classification and their scales of pay attached thereto shall be specified in columns 2 to 4 of the Schedule annexed to these Rules.

3. Method of recruitment, age limit, qualifications etc.—The method of the recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in columns 5 to 14 of the said Schedule.

4. Disqualification.—No person :—

- (a) who has entered into or contracted a marriage with a person having a spouse living, or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post :

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. Power to relax.—Where the Central Government is of opinion that it is necessary or expedient so to do, it may, by order, and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving.—Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of post	No. of posts	Classification	Scale of pay	Whether selection or non-selection	Age limit for direct recruitment.	Whether benefit of added years of service admissible under rule 3 of the C.C.S. (Pension) Rules, 1972.
1	2	3	4	5	6	7
1. Librarian	*One (1988) *Subject to variation depending on workload.	General Central Services, Group 'C' Non-Gazetted, non Ministerial	Rs. 1400-40-1800-EB-50-2300	(i) Selection in the case of transfer on deputation/ (ii) For Direct recruitment not applicable.	30 years (Relaxable upto 35 years in the case of Government Servants)	No
Promotion. Note : The crucial date for determining the age limit shall be the last date upto which the Employment exchange is asked to nominate candidates.						

Educational and other qualifications required for direct recruits.	Whether age and educational prescriptions for direct recruits will apply in the case of promotees.	Period of probation if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and % of vacancies to be fulfilled by various methods.			
9	10	11	12			
Essential : (1) Graduate in Science. (2) Degree Diploma in Library Science from a recognised university. (3) At least one year experience in a Medical Library or Institution.	No	2 years for direct recruits.	The period of deputation including period of deputation or other posts shall not ordinarily exceed three years. "Transfer on deputation (including short term contract)/promotion, failing which by Direct Recruitment".			
In case of recruitment by promotion/deputation/transfer grades from which promotion/Deputation/transfer to be made.						
13		14	15			
From Assistant Librarian with 5 years regular Services in the grade.		Group 'C' DFC Consisting of : 1. Sr. most Dy. Director—Chairman. 2. Sr. most Asst. Director—Member. 3. Administrative Officer—Member.	Not Applicable.			
1	2	3	4	5	6	7
2. Accountant	*One (1988) *Subject to variation depending on workload.	General Central Service, Group 'C' Non-Gazetted Ministerial	Rs. 1400-40-1800 EB-50-2300.	Non-selection	Not applicable.	Not applicable.
8	9	10	11	12		
Not applicable	Not applicable.	Not Applicable	Not applicable	100% by Promotion.		
13		14	15			
From U.D.C. with five years regular service in the grade.		Group 'C' DPC consisting of : 1. Senior most Deputy Director—Chairman 2. Senior most Assistant Director—Member. 3. Administrative Officer—Member.	Not applicable.			
1	2	3	4	5	6	8
3. Medical Record Technician	*One (1988) *Subject to variation depending on workload.	General Central Service Group 'C' Non-Gazetted Ministerial.	Rs. 1200-30-1560-EB-40-2040	Non-selection.	Not applicable	No
9		10	11	12		
Not Applicable		Not Applicable	Nil	By promotion.		
13		14	15			
From L.D.C. with eight years regular service in the grade.		Group 'C' DFC consisting of : Senior most Dy. Director—Chairman Senior most Asstt. Director—Member Administrative Officer—Member.	Not applicable.			