

President's Secretariat
(Administration Section)

A-35011/29/16-Admn

15 September, 2025.

Subject: Filling up the post of Assistant Library and Information Officer (ALIO) in the President's Secretariat on deputation basis.

Applications are invited from eligible candidates for filling up the post of ALIO in the President's Secretariat in prescribed proforma (**Annexure I**).

2. The details of the post, pay scale, age limit, qualifications. Experience, and eligibility criteria are provided in **Annexure-II**. The application format is also available on the President's Secretariat website [https:// rashtrapatibhavan.gov.in/ rashtrapatisachivalaya](https://rashtrapatibhavan.gov.in/rashtrapatisachivalaya) under the caption '**Circular for vacancies**'.


3. **Application submission:** Applications in the enclosed proforma (Annexure-I) from suitable and eligible officers who can be spared immediately upon selection should be sent through proper channels along with the documents as per the details given below:

(i)	Attested photocopies of ACR/ APAR for the last 5 years duly attested by a Group 'A' officer not below the Under Secretary level.
(ii)	Cadre clearance in respect of the applicant.
(iii)	Integrity certificate.
(iv)	Certificate confirming that no disciplinary/ vigilance case is pending or being contemplated against the officials.
(v)	A statement showing major or minor penalties, if any, imposed on the applicant during the last 10 years.

4. **Incomplete Applications:** Applications received after the closing date or without the photostat copies of ACR/ APARs duly attested by a Group 'A' officer or without recommendations of the concerned office or otherwise found incomplete are liable to be rejected. While forwarding the applications, it may be verified and certified that in the event of selection for appointment, the officials concerned will be relieved of his duties immediately.

5. **Forwarding Address :** Applications should be forwarded to Under Secretary (Admn), President's Secretariat, Rashtrapati Bhavan, New Delhi – 110004.

6. Applications complete in all respect should reach the President's Secretariat on or before **6th October, 2025**.


(Davinder Kohli)
Under Secretary (Admn)

To,

All Ministries/ Departments

Copy to:-

1. Vice President's Secretariat/ NITI Aayog/ Union Public Service Commission/ Cabinet Secretariat/ Central Vigilance Commission/ Election Commission/ Lok Sabha Secretariat/ Rajya Sabha Secretariat.
2. Ministry of Personnel, Public Grievances & Pension, Department of Personnel and Training, North Block, New Delhi – with a request to upload the present circular on the Website DOPT.
3. The Chief Secretary of all States of India
4. The Chief Secretary of all Union Territories of India
5. Office of Director General of Audit, AGCR Building, I.P. Estate, New Delhi
6. The Comptroller General of Accounts, 7th Floor, Loknayak Bhavan, New Delhi.
7. The Registrar (Admn), Supreme Court of India, New Delhi.
8. Sr. TD, NIC – with a request to upload this Circular on the official website of Rashtrapati Sachivalaya.

BIO-DATA CURRICULUM VITAE PROFORMA

Post Applied for	ALIO
1. Name and Address (in Block letters)	
2. Date of Birth (in Christian era)	
3. (i) Date of entry into service (ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. 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)	

6. Details of Employment, in chronological order, Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and grade Pay/ Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience requested for the post applied for

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

8. Details about present employment: Please state whether working under

- (a) Central Government
- (b) State Government
- (c) Union Territory

(indicate the name of your employer)

9. Additional Information, if any relevant to the post you applied for in support of your suitability for the post (This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement

(Note: Enclose a separate sheet, if the space is insufficient)

10. Whether belong to SC/ ST

DECLARATION

1. I, ----- hereby declare my posting on deputation as ----- (name of the post) in the President's Secretariat shall not bestow any right on me to claim seniority in the said post in respect of the services rendered by me on deputation.
2. I will not claim absorption in the President's Secretariat in the said post.
3. I am liable to be repatriated to my parent organization at any time.
4. 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

Cadre:

Email:

Mobile:

Address:

Date _____

CERTIFICATE BY THE EMPLOYER/ CADRE CONTROLLING AUTHORITY

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/ She possess educational qualifications and experience mentioned in the vacancy circular. If selected, he/ she will be relieved immediately.

2. Also certified that:-

- (i) There is no vigilance or disciplinary case pending/ contemplated against Shri/ Smt. _____.
- (ii) His/ Her integrity is certified.
- (iii) His/ Her ACR/ APAR Dossier in original is enclosed/ photocopies of the ACR/ APARS for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
- (iv) No major/ minor penalty has been imposed on him/ her during the last 10 years or A list of major/ minor penalties imposed on him/ her during the last 10 years es enclosed (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

S. No.	Name of Post	Pay Level	Vacancy	Eligibility Criteria
1.	Assistant Library and Information Officer (ALIO)	Level-7	1	<p><u>Deputation</u></p> <p>By deputation from amongst officers under the Central Govt. or State Govt. or Union Territories:-</p> <p>(a) (i) Holding analogous posts on a regular basis; or (ii) with 5 years regular service in posts in the Level 6 (Rs. 35,400/- to Rs.1,12,400/-) or equivalent; and (b) Possessing the educational qualifications and experience prescribed for appointment are as under:-</p> <p><u>Essential</u></p> <p>(i) Bachelors Degree in Library Science or Library and Information Science of a recognized University/ Institute;</p> <p>(ii) Two years' professional experience in a Library under Central/ State Government/ Autonomous or Statutory Organization/ PSU/ University or Recognized Research or Educational Institution.</p> <p><u>Desirable</u></p> <p>(i) Master's Degree in Library Science or Library and Information Science of a recognized University/ Institute;</p> <p>(ii) Diploma in Computer Applications from a recognized University or Institute.</p> <p>Note 1: Qualifications are relaxable at the discretion of the appointing authority in case of candidates otherwise well qualified.</p> <p>Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note 3: The departmental official, in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p>