

File No. 9-5/2010-EE/Library
Government of India
Ministry of Environment, Forest & Climate Change
(Library)

Dated: 07th July 2020

Applications are invited from eligible candidates for engagement of following staff position in the library on purely contractual basis. The engagement of staff will be initially for the period of two years, which may be extended after review of the performance of the incumbent. The details including the eligibility criteria, Terms of Reference (TOR) etc., are as under:

(1). Name of the Post: Consultant II (Library) with Consolidated emoluments of Rs. 40,000/- per month.

Essential Qualification: A Master Degree in Library Science, Information Science with at least 55% marks or its equivalent from a recognized university on a regular basis.

Experience: At least **Five** years working experience in any government/autonomous/private and research institution and handling a research database management related projects and proven experience of digitization of library, Candidate with relevant experience and knowledge of Library Automation, Digital Library and Information Management.

Desirable: PG diploma in Library Automation and Networking or PGDCA or equivalent along with good knowledge of Open Source Software.

Age limit: Candidate age should not be more than 35 years on the date of advertisement.

Responsibilities:

- Library administration and information services.
- Library automation, information retrieval, content delivery, skills, and competencies for the management of digital information systems multimedia technology.
- To monitor the digital library, automation, access, virtual reference service and manage the archive and its access.
- Establish and implement library and information policies & procedures.
- Develop and maintain collection management policies and procedures.
- Develop and maintain special indexing services for special collections. Library automation, information retrieval, content delivery, skills, and competencies for the management of digital information systems multimedia technology.
- Manage all aspects of the library including reference and access, interlibrary loan, and Document Delivery service.
- Assist reporting officers and senior officers on keeping all relevant files/books/magazines/articles updated properly.
- Prepare and Maintain Institutional Repositories.
- Procuring books on requisition received from the officials of the Ministry.

2). **Name of the Post: Consultant III (Library Assistant) with Consolidated emoluments of Rs. 25,000/- per month.**

Essential Qualification:

- A Bachelor's Degree in Library Science, Information Science with at least 55% marks or its equivalent from a recognized university on a regular basis along with a consistently good knowledge of computerized of a library.

Desirable Experience:

- One-year experience and knowledge of library automation & Networking, Digital library and Information Management.
- Good knowledge of Open Source Software (Library Management Software and Content Management Software).

Age Limit: Candidate age should not be more than 30 years, on the date of advertisement.

Responsibilities:

- To assist reporting officers and senior officers on keeping all relevant books/magazines/articles updated.
- To manage all aspects of the library including Technical Processing, circulation, collection development, and virtual reference service.
- Shelving of books, journals.
- Tooling and issue/return of the books.
- To maintain and update Library management software, digital library, library automation, access along with user services etc.
- To maintain and update data entry of books in Library.
- Shelf rectification of books in routine basis.
- To manage the archive and its access.
- Develop and implement policies and procedures for records of the library including the de-duplication of records and other improvements.
- To maintain Institutional Repositories.

Interested individuals fulfilling the requisite qualification and experience may apply on plain paper along with CV with supporting documents (Qualifications, experience and age proof) in an envelope clearly subscribed "**Engagement of Staff for Library**" along with reference number to the Section Officer (Library), Prithvi Block, 7th floor, Indira Paryavaran Bhawan, Aliganj, Jor Bagh Road, New Delhi – 110003, by post on or before **28th July, 2020 at 5.30 P.M.** Applications received after the due date without supporting documents shall not be considered.

2. The Closing Date for Receipt of Applications for all Applicants, is within 21 Days from the Date of Publication of this Notification in Ministry's website (Excluding the Day of Publication).

3. The Ministry will not be responsible for any delay in receipt of any Application. Applications received after the Last Date of Applications incomplete in any respect will be summarily rejected without any intimation.

4. The Ministry reserves the right to accept or reject in part or in full or all the responses without assigning any reason whatsoever. Only candidates whose candidatures have been provisionally accepted after initial screening shall be called for interview. **No TA/DA will be provided for appearing for the interview.**


(Naresh Jaiswal)
Under Secretary

Term of Reference (ToR):-

1. Consultants will be entitled to draw a consolidated remuneration. No other pay and allowance of any nature whatsoever would be admissible.
2. During the period of his engagement, he shall work full time with the Ministry and shall not take any other assignments.
3. The period of engagement may be terminated in the following circumstances: -
 - a) By either party on one month's notice at any stage. Provided further that the Ministry, in lieu of any notice, may give a sum equivalent to the amount of fee of the notice period.
 - b) In the event he is found unfit on any account or if he is found guilty of any insubordination and any misconduct, his services can be terminated by the Ministry without any previous notice and assigning any reason.
 - c) Contract should be renewed as per performance basis.

Period of Engagement:

- a) The initial tenure of engagement for a person as Consultant would be upto a period of two years (1+1) subject to performance and presence of the professional in the Division concerned being useful. Continuation of the Consultant beyond two years will be considered on case to case basis with the approval of Competent Authority.
- b) Completion of tenure should be carefully assessed and specified so that unnecessary engagement of any individual Consultant, for a longer period than it is actually required, may be avoided.
- c) As the post are temporary in nature and purely contractual, in no case any request for promotion of a candidate shall be entertained.

Leave:

- a) Consultant shall be eligible for 8 days leave in a single year of consultancy.
- b) The leave shall accrue to them on completed month basis calculated from their date of joining on pre-rata basis.
- c) Consultant shall not draw any remuneration in case of his/ her absence beyond 8 days in a year (calculated on pro-rata basis)
- d) Un-availed leave in tenure of single year cannot be carried forward to next tenure of 1 year.
- e) The intervening Saturday, Sunday or Gazetted Holidays during a spell of leave not be counted against the 8 leaves.

Procedure of selection will be at par with selection procedure being taken up in other divisions of the Ministry as per O.M dated 21/12/2018.