

F. No. A-24015/02/2021-NML/Admn.  
National Medical Library  
Directorate General of Health Services  
Ansari Nagar, Ring Road,  
New Delhi – 110029

Through e-mail

Date: 23.06.2022

**Office Memorandum**

**Subject: Uploading the Vacancy Circular on the official website of the Dte.GHS, towards the engagement of 02 retired Library professionals as a consultant on contractual basis in National Medical Library, DteGHS.**

The undersigned is directed to forward herewith scanned copy of approved and signed Vacancy Circular for engagement of 02 retired Government servant (Library Professional) as a Senior Library & Information Officer (Consultant) and Library & Information Officer (Consultant) on contractual basis, against the vacant posts of Sr.LIO & LIO in National Medical Library (NML), Dte.GHS.

It is therefore requested that General Section of Dte.GHS may please upload the same on the official website of the Dte.GHS, valid for 32 days from the date of uploading.

This issues with the approval of the competent authority of Dte.GHS.

Encl: as above



(J. Barwa)  
Section Officer  
NML, DteGHS

To

The Section Officer  
General Section, Dte.GHS  
Nirman Bhawan, New Delhi.

F.No.A.24015/01/2021/NML/Admin.  
 Government of India  
 Dte. General of Health Services  
 National Medical Library  
 Ring Road, Ansari Nagar, New Delhi- 110029

Dated the 24<sup>th</sup> June, 2022

**Circular**

**Subject: Engagement of Two retired government officers as Senior Library & Information Officer (Consultant) and Library & Information Officer (Consultant) in the National Medical Library, Dte.GHS, on contract basis.**

The National Medical Library (NML) invites applications from retired Sr.LIO/LIO/Deputy Librarian/Assistant Librarian/College Librarian or equivalent for engagement of 01 Senior Library and Information Officer (Consultant) and 01 Library & Information Officer (Consultant) on contract basis for a period of one year or till further order whichever is earlier. The consultant will be deployed in the National Medical Library, New Delhi. Detailed terms and conditions of engagement of Consultant are annexed. The eligibility criteria and other details are as follow:

1.	No./Name of consultants to be engaged on contract basis:	01 Senior Library & Information Officer (Consultant) and 01 Library & Information Officer (Consultant)
2.	Age Limit	Maximum of 64 years as on date of application
3.	Place of assignment	NML, DGHS
4.	Eligibility	Retired SLIO/LIO/Deputy Librarian/Assistant Librarian/ College Librarian or equivalent
5.	Qualification	<b>Essentials:</b> (i) Master's Degree in Library Science or Library and Information Science from a recognised university or institute or equivalent; (ii) Seven to Ten year's professional experience in a library under Central Government or State Government or autonomous or statutory organisation or public sector undertaking or university or recognised research institute or educational institutes. <b>Desirable:</b> Diploma in computer applications from a recognised university or institute.
6.	Experience	Experience of computerising library activities in a library under Central/State Governments or Union territories or universities or recognised research institutions or public sector undertakings or statutory or autonomous Organisations.
7.	Monthly remuneration	Last pay drawn minus pension + Transport Allowance not exceeding the rate applicable at the time of retirement subject to mandatory deduction on a/c of Income Tax etc. subject to be maximum remuneration of Rs. 70,000/- for consultant SrLIO and Rs. 60,000/- for consultant LIO/-
8.	<b>Assignments: SLIO (consultant) to assist the Director (Library) in the following matters:</b>	
	<ol style="list-style-type: none"> <li>1. To looking after the work of computerization/automation of Library Services;</li> <li>2. To conduct of Library stock verification and preparation of report ;</li> <li>3. To arrange and maintain the training programs/workshops for library professionals at NML</li> <li>4. Preparation, Planning, Budgeting and executing development programmes for modernization of library</li> <li>5. To submit the proposals for filling up/revival of the posts of library cadre in NML</li> <li>6. To coordinate/follow up with the CPWD for completion of works;</li> <li>7. Securing co-operation of agencies concerned and also initiating library procedures and techniques for efficient functioning of the Library System in the country;</li> <li>8. To initiate, develop and implement different library related policies in accordance with the mandate of NML;</li> <li>9. Maintain liaison with national and international organisations to establish exchange/gratis relation, etc.</li> </ol>	




**Assignments: LIO (consultant) to assist the Director (Library) in the following matters:**

1. Plans and set goals and objectives for the future of the Library;
2. Develop a Strategic Plan, which is responsive and Conforms to the Library's Mission, Goals, and Objectives;
3. Conducts Research, library user surveys to determine the improvement of quality of Library services;
4. Maintains medical/health science databases/digital hospital-wide information sources, and hard copy and digital journal and book collections;
5. Establishes and monitor inter-library loan arrangements with other library groups such as AIIMS, PGIs, ICMR Centres, major Hospital and Research Institutes.
6. To promote continuing education to maintain certification & knowledge of new trends for professional and para-professional staff members of the library.
7. Development, repair and maintenance of the Library buildings in coordination of CPWD.
8. Submission of Annual Report / library budget to the concern authority and controls the expenditure of fund allocations within the constraints of approved budgets, etc.

2. Interested persons, having good health and in a position to join immediately on call may submit their particulars in the enclosed format along with relevant documents to the Director, National Medical Library, Ansari Nagar, New Delhi-110029 within 30 days of issue this Circular.

Copy to:

1. Section Officer, General Section, Dte.GHS, Niman Bhawan uploading this circular on the official website of Dte.GHS.
2. E-Health Division, MoHFW for uploading this circular on the official website of MoHFW

  
(Dr. B. Srinivas) श्रीनिवास  
Director, NML  
Dr. (Prof.) B. Srinivas  
निदेशक (रा.आ.पु.) / Director (NML)  
नई दिल्ली-29 / New Delhi-29

**Terms & Conditions for engagement of Senior Library & Information Officer (Consultant) and Library Information Officer (Consultant) in the National Medical Library, Dte.GHS, New Delhi**

1. The Consultant shall perform the services as assigned by the controlling officer.
2. The normal working hours would be from 9:30 am to 6:00 pm with lunch break of 30 minutes from 1.00 pm to 1:30 pm from Monday to Friday. He / She will mark attendance in Aadhar Enabled Biometric Attendance System.
3. In Special circumstances, the Consultant could be called for services on holidays or beyond normal working hours.
4. The contractual appointment is for a maximum period of one year, extendable as per requirement, in NML, DGHS.
5. The consultant shall be paid a consolidated remuneration as per the formula of last pay drawn minus pension subject to TDS etc. The remuneration for the services rendered in a month shall be payable in subsequent month. No other allowances shall be permissible to him except TA/DA on official tours. TA/DA entitlement shall be the same as what was entitled to him at the time of retirement from the services.
6. NML, DGHS shall have the right to examine / review the services provided by him/her.
7. He/ She shall perform his obligation with all necessary skills, diligence, efficiency & economy.
8. No medical facility shall be provided to him by the ministry of health and family welfare.
9. The NML shall not be responsible for any loss, accident, damages/ injury suffered by him, whatsoever arising in or out of the execution of his work, including travel.
10. During the terms of services, he/she shall not engage in any private business of profession activity which could conflict with the interest of the Government.
11. He/ She shall treat of official information as confidential and use the same only for the purpose of the services.
12. The Consultancy service can be terminated at any time by the Government without assigning any reason and without any prior notice.
13. He/ She should submit an undertaking that no legal proceedings/ Criminal court case is imposed/pending against him/her.
14. He/ She will be allowed 1.5 days absence per month with remuneration. If this is not availed in a particular month, the same shall be carried forward and can be availed in the next or subsequent month, but not more than three days absence in a single spell shall be allowed.
15. **How to apply:** Applications will be accepted in the prescribed application format only. The TOR available on the websites [www.dghs.gov.in](http://www.dghs.gov.in) or [www.mohfw.gov.in](http://www.mohfw.gov.in) Candidates are requested to fill the application form correctly which is available on the websites. Last date for receiving applications is within 30 days from the issuing of circular. Only Shortlisted candidates will be contacted for interview.



डा. (प्रो.) बी. श्रीनिवास  
Dr. (Prof.) B. Srinivas  
निदेशक (रा.आ.पु.) / Director (NML)  
नई दिल्ली-29 / New Delhi-29

**Application format for engagement of Sr. Library & Information Officer (Consultant) and 01 Library & Information Officer (Consultant) on contractual basis in National Medical Library, Delhi**

1. Name:
2. Father's Name:
3. Date of Birth:
4. AadharNumber :
5. Date of Retirement (copy of PPO should attach):
6. Office where last worked:
7. Designation last held:
8. Last pay drawn:
9. Pension:
10. Telephone No.:
11. Mobile No.:
12. E-mail ID:
13. Mailing Address:
14. Permanent Address:
15. Educational Qualification (copy of all relevant documents should attach):
16. Work Experience (Add separate sheet if required):


(PHOTO)

Organization/Institute	Period		Nature of work	Remarks
	From	To		

Place:

(Signature)

Date:

  
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