

GOVERNMENT OF NCT OF DELHI
DIRECTORATE OF TRAINING (UNION TERRITORY CIVIL SERVICES)
Institutional Area, Vishwas Nagar, Behind Karkardooma Courts
Ph.No. 22303839, e-mail - utcs@nic.in

No. F.1/2/28/2016-UTCS (Admn.)/Pt.file/ 5738

Dated: 04/04/24

To,

All Head of Departments,
Govt. of NCT of Delhi
Delhi.

Sub: Filling up the posts of a) Assistant Library & Information Officer and b) Senior Library & Information Assistant in the Directorate of Training (UTCS), Govt. of NCT of Delhi on deputation basis-reg.

The following two posts are proposed to be filled in the Directorate of Training (UTCS) Government of NCT of Delhi on deputation basis initially for a period of one year on usual terms & conditions from amongst officers/officials of the Central/State Government/Union Territory Administrations:

1. One vacancy of **Assistant Library & Information Officer**, GCS, Group 'B' Gazetted (Non-Ministerial) in the pay band of Rs. 9300-34800 (PB-2) with Grade Pay of Rs. 4600/-, and
2. One vacancy of **Senior Library & Information Assistant**, GCS, Group 'B' Non-Gazetted (Non-Ministerial) in the pay band of Rs. 9300-34800 (PB-2) with Grade Pay of Rs. 4200/-

The nomination of the willing candidates may be sent to the Director, Directorate of Training (UTCS), Govt. of NCT of Delhi, Institutional Area, Vishwas Nagar, Behind Karkardooma Court, Shahdara, Delhi-110032 in the enclosed proforma to be reached before 45 days from the date of publication of this advertisement in the employment news alongwith Work & Conduct Report, Integrity Certificate & Vigilance Clearance and CR dossiers for the last five years. The proforma of application and eligibility criteria are appended to this letter. **For more details please visit <http://www.utcs.delhi.gov.in>.**

This issued with the prior approval of Director (Trg.), UTCS.

Yours faithfully,



(JYOTI SETHI)
ASSISTANT DIRECTOR (ADMN.)

Copy to: -

- ✓ Data Processing Assistant, Directorate of Training, UTCS for uploading the same on the website of the Department alongwith the details of the above said posts.

Application form for deputation

Affix your
recent
passport size
photograph
(Self attested)

1	Name (in Block Letters)			
2	Father's Name			
	Post held (Present pay with Grade Pay)			
3	Permanent Address			
4	Additional details about present employment. Please state whether working under a) Central Government b) State Government c) UTs	(indicate the name of your employer against the relevant column)		
5	Address for correspondence			
6	Date of Birth (in Christian era)			
7	Date of recruitment under Central/State Government Rules			
8	Gender	Male / Female		
9	Category (Gen/OBC/SC/ST/PWD)			
10	Educational qualifications stating from high school			
	Exam passed	Passing year	Subjects	Division

11	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is sufficient					
	Post held	Department	From	To	Pay band, basic pay with grade pay	Nature of duties
13	Additional information, if any, which you would like to mention in support of your suitability for the post					
14	Contact Details :			Telephone No. : Mobile No :Email :		
15	Remarks: The candidates may indicate information with regard to (i) Research publications and reports and special projects; (ii) Awards / Scholarship / Official Appreciation; (iii) Affiliation with the professionalbodies / institutions / societies; and (iv) Any other information (Note : Enclose a separate sheet if the space is insufficient)					

I have carefully gone through the vacancy circular / advertisement and I meet the requirement of the post. I undertake that information furnished by me is correct to the best of my knowledge and belief and duly supported by documents.

Signature of the Candidate:
Address:

Date:

Countersigned
(Forwarding Officer/HOO)