

भारत सरकार
Government of India
कृषि एवं किसान कल्याण मंत्रालय
Ministry of Agriculture & Farmers Welfare
कृषि एवं किसान कल्याण विभाग
Department of Agriculture and Farmers Welfare
राष्ट्रीय जैविक एवं प्राकृतिक खेती केंद्र

NATIONAL CENTRE FOR ORGANIC & NATURAL FARMING

हापुड़ रोड, कमला नेहरू नगर, गाजियाबाद 201002 Hapur Road, Kamla Nehru Nagar, Ghaziabad-201002.

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फा. सं. 2-2/2025-एनसीओएनएफ/11/3

दिनांक: 24.07.2026

VACANCY CIRCULAR

Sub : Filling up of one (01) post of Assistant Library and Information Officer (Level-7) (General Central Service, Group-B, Gazetted, Non-Ministerial) in the National Centre for Organic and Natural Farming, Ghaziabad on deputation basis – reg.

National Centre for Organic and Natural Farming, Ghaziabad is a subordinate office of Department of Agriculture & Farmers Welfare, Ministry of Agriculture & Farmers Welfare, Government of India. Its five Regional Centres are situated at Bangalore, Bhubaneswar, Nagpur, Imphal and Ghaziabad. It is proposed to fill up one (01) vacant post of Assistant Library and Information Officer (Level-7) (General Central Service, Group-B, Gazetted, Non-Ministerial) in the National Centre for Organic and Natural Farming, Ghaziabad on deputation basis in terms of DOPT's OM No.6/8/2009-Estt.(Pay II) dated 17.06.2010 and as amended from time to time.

2. Eligibility Conditions for filling up of post i.e. Assistant Library and Information Officer (on DEPUTATION): -

Deputation:

Officers under the Central Government or State Government or Union territories: -

- (a) (i) Holding analogous posts on a regular basis in the parent cadre or Department; or
- (ii) With five years' regular service in the posts in the pay level 6 of the pay matrix or equivalent in the parent cadre or Department; and
- (b) Possessing the educational qualifications and experience prescribed for direct recruits as below.

Essential Qualifications & Experience: -

- (i) **Qualification:** Bachelor Degree in Library Science or Library and Information Science of a recognized University or Institute;
- (ii) **Experience:** Two years' professional experience in a library under the Central or State Government or Autonomous or Statutory organization or Public Sector Undertakings or University or Recognized Research or Educational Institution.

Desirable:

- (i) Master's Degree in Library Science or Library and Information Science of a recognized University or Institute.
- (ii) Diploma in Computer Applications from a recognized University or Institute.

3. Period of deputation: - 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 exceed three years.

4. Age Limit: - The maximum age limit for appointment by deputation (including short-term contract)/absorption shall be 'Not exceeding fifty-six (56) years as on the closing date of receipt of applications.



5. Duties/Responsibilities attached to the post: -

- In-charge of all activities of library (acquisition of books, technical processing, circulation-issue and return etc.),
- procurement and renewal of journals/magazines, newspapers and maintenance of stock registers,
- Computerization of library activities using library software;
- Preparation of list of books to be purchased for the library,
- Publication of periodicals and Annual Reports etc.
- weeding out of the books and sorting out the books for binding,
- maintenance of overdue register and issue of periodical reminders for non-return of books,
- Maintenance of Building and furniture of library,
- Motivating the employees to utilize the Library,
- Auction/ sale of old newspapers / magazines.

6. Applications of willing, suitable and eligible candidates, whose services can be spared immediately on selection may be forwarded in the prescribed proforma (Annexure-I) in duplicate together with the certificate from the forwarding authority **as mentioned at the end of the bio-data (Annexure-I) alongwith the following documents** to the **Director, National Centre for Organic and Natural Farming, Government of India, Sector-19, Hapur Road, Kamla Nehru Nagar, Ghaziabad** within a period of 60 days from the date of publication of the advertisement in the Employment News: -

- (i) Bio-data (in duplicate) as per proforma (Annexure-I),
- (ii) Self-attested copies of the requisite educational qualification certificates;
- (iii) Photocopies of APARs for the last five years attested (signed & stamped) on each page by an officer not below the rank of Under Secretary to the Government of India level, and
- (iv) Certificate by the Employer that particulars furnished by the official are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular/Advertisement, and
- (v) Certificates regarding Vigilance Clearance, Integrity and
- (vi) Certificate stating that no minor or major penalty has been imposed upon the officer during the last 10-years,

7. Advance copies of applications or those received after the prescribed closing date or not accompanied by supporting certificates/documents or applications not forwarded through proper channel will not be entertained.

8. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

9. Prescribed application proforma may be accessed at NCONF website i.e. <https://nconf.dac.gov.in/>.


24.07.2026
(Rohit Anand)

Senior Administrative Officer

Copy forwarded to:-

1. All Ministries/Departments of Government of India.
2. Principal Secretary/Secretary (Agriculture), All State Governments/Administration of all Union Territories.
 - It is requested to all above authorities that the vacancy may please be given wide publicity in their subordinate and attached offices under their administrative control.
3. NIC, DA&FW for uploading on official website of DA&FW

Proforma for application for the post of Assistant Library and Information Officer on deputation basis in the National Centre for Organic & Natural Farming, Ghaziabad

1.	Name and Address (in Block Letters) with Contact Number	
2.	Date of Birth	
3(i)	Date of entry into service	
3(ii)	Date of retirement under Central/State Govt. 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)	
	Qualifications/Experience required as mentioned in the advertisement/vacancy circular: -	Qualifications/Experience possessed by the officer
Essential Qualification Required: -		
(i)	Qualification: Bachelor Degree in Library Science or Library and Information Science of a recognized University or Institute;	
(ii)	Experience: Two years' professional experience in a library under the Central or State Government or Autonomous or Statutory organization or Public Sector Undertakings or University or Recognized Research or Educational Institution.	
For Deputation: -		
(i)	Holding analogous posts on a regular basis in the parent cadre or Department; or	
(ii)	With five years' regular service in the posts in the pay level 6 of the pay matrix or equivalent in the parent cadre or Department;	
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and experience of the post applied for.	

7.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient: -						
	Office/ Organization	Post held on regular basis	Period service of From To		*Pay Band and Grade Pay/Pay Scale/ Level in the Pay Matrix of the post held on regular basis	Nature of appointment whether regular/ adhoc/ deputation	Nature of duties (in detail) highlighting experience required for the post applied for
*Pay Band and Grade Pay/level in the Pay Matrix granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale/Level in the Pay Matrix of the post held on regular basis to be mentioned. Details of ACP/MACP with present pay Band and Grade Pay/Level in the Pay Matrix where such benefits have been drawn by the Candidate, may be indicated as below:-							
	Office/ Organization	Pay, Pay Band and Grade Pay/Level drawn under ACP/MACP Scheme			From	To	
8.	Nature of present employment i.e. Adhoc or Temporary or Quasi-permanent or Permanent						
9.	In case the present employment is held on deputation/contract basis, please state						
	a) The date of initial appointment;						
	b) Period of appointment on deputation/contract						
	c) Name of the parent office/organization to which applicant belongs						
	d) Name of the post and Pay of the post held in substantive capacity in the parent organization						
9.1	Note: In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department alongwith Cadre clearance, Vigilance Clearance and Integrity Certificate						
9.2	Note: Information under the Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.						
10.	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.						

11.	Additional details about present employment: - Please state whether working under (indicate the name of your employer against the relevant column)		
a)	Central Government		
b)	State Government		
c)	Autonomous Organization		
d)	Government Undertaking		
e)	Research Institutes		
f)	Universities		
g)	Others		
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
14.	Total emoluments per month now drawn		
	Basic Pay in the PB	Grade Pay	Total Emoluments
15.	In case the applicant belongs to an organization which is not following the Central Government Pay Scales, the latest salary slip issued by the Organization showing the following details may be enclosed		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ interim relief/other Allowances etc. (with break-up details)	Total Emoluments
16.	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 qualifications (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).		
17.	Please state whether you are applying for Deputation (ISTC)/Absorption /Re-employment basis# #Officers under Central/State Governments are only eligible for 'Absorption'. Candidates of non-Government Organizations are eligible only for Short Term Contract)		
	#(The option of 'STC'/'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by 'STC' or 'Absorption' or 'Re-employment').		

18.	Whether belongs to SC/ST	
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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.

Date :

(Signature of the Candidate)

Address : _____

Certificate by the Employer/Cadre Controlling Authority

1. The information/details provided in the above application by the applicant are true and correct as per the facts available on records and he/she fulfils eligibility criteria and possesses 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 or contemplated against Shri/Smt. _____.
 - (ii) His/Her integrity is certified.
 - (iii) His/Her APAR dossier in original is enclosed/Photocopies of APARs for the last five years duly attested on each page by an officer of the rank of Under Secretary to the Govt. of India level or above, are enclosed.
 - (iv) No minor/major penalty has been imposed upon him/her during the last ten years or a list of major/minor penalty imposed on him/her during the last 10-years is enclosed (as the case may be).

Place :

Date :

Countersigned

(Employer/Cadre Controlling Authority with seal)