



भारत सरकार

Government of India

कृषि एवं किसान कल्याण मंत्रालय

Ministry of Agriculture and Farmers Welfare

कृषि एवं किसान कल्याण विभाग

Department of Agriculture and Farmers Welfare

उत्तर पूर्वी क्षेत्र कृषि यंत्र प्रशिक्षण एवं परीक्षण संस्थान,

FARM MACHINERY TRAINING & TESTING INSTITUTE (NER)

बिस्वनाथ चारिखालि: बिस्वनाथ: असम

Biswanath Chariali: Biswanath: Assam-784176

An I.S.O. 9001- 2015 Certified Institute



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फाइल सं/File No. 1-5/2024-Estt.

दिनांक/Dated: 29 January, 2025

ADVERTISEMENT No. NERFMTTI/01/2025

1. Applications are invited from eligible candidates for filling up of the post of Library and Information Assistant at Farm Machinery Training and Testing Institutes (FMTTIs), subordinate office of the Government of India, Ministry of Agriculture and Farmers Welfare, Department of Agriculture and Farmers Welfare.

Name of the post	Pay Scale	Mode of recruitment	No. of vacancies	Category
Library & Information Assistant (General Central Service, Group-'B'Non-Gazetted Non-Ministerial)	Level-6 (Rs.35400-112400) in the pay matrix	Through Direct Recruitment	01 (One)	Un-Reserved, Deaf and Hard of Hearing Disability

2. Requirement for applying for the post of Library & Information Assistant [Vide GSR No.1611 (E) dated 20.12.2017]:

(i)	Age-Limit for Direct Recruits	Not exceeding 30 years. (Relaxble for Government Servants up to five (5) years in accordance with the Instructions or orders issued by the Central Government).
(ii)	Educational Qualifications	<p>(i) Essential:</p> <p>(a) Bachelor's Degree in Library Science or Library and Information Science of a recognized University or Institute.</p> <p>(b) Two years professional experience in a Library under Central Government or State Government or Autonomous or Statutory organization or Public Sector Undertaking or University or Recognized Research or Educational Institution.</p> <p>(ii) Desirable: Diploma in Computer Application from a recognized University or Institute.</p> <p>Note 1 : Qualifications are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing in the case of candidates otherwise well qualified.</p> <p>Note 2 : The qualifications regarding experience are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing in the case of candidates belonging to the Scheduled Castes and the Schedule Tribes, if at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>
(iii)	Period of probation	Two years

3. **Duties:** The officer shall be responsible for operation, maintenance and management of Institute Library; submit proposals for purchase of books to the Book Purchase Committee; make correspondence with the publisher for purchase of books, journals, magazines, newspaper etc; for making and classification of books as per National and International Standards and related library jobs ; Maintain up-to date records of Technical books, periodicals, journals, Text books, Rules books, Reference books, Test Reports etc. and its correspondence; issue books, magazines, journals, etc. to officers/staff/trainees and disposal of Library books; assist in administrative work of the Institute; attend other duties as assigned to him by the competent authority.
4. **Place of posting:** place of posting can be any of the Farm Machinery Training and Testing Institute, situated at Budni (Madhya Pradesh)/ Hisar (Haryana)/ Anantapur (Andhra Pradesh)/ Biswanath Chariali (Assam) or any other Institutes likely to be set up in future.
5. The date for determining the eligibility of all candidates in every respect shall be the prescribed closing date for submitting of application in the advertisement in Employment News.
6. The prescribed essential qualifications are the minimum. In the event of number of applications being large, the Selection Committee at the institute will adopt short listing criteria to restrict the number of candidates to be called for written/proficiency test. The candidates should, therefore, mention all his/her qualifications and experience in the relevant field over and above the minimum qualifications.
7. Candidates will be considered for selection by general standard of merit.
8. If sufficient number of candidates with benchmark disability are not available on the basis of the general standard, the experience qualification may be relaxed so as to get adequate number of candidate as per laid down norms. This applies to years of experience and not the nature of experience.
9. Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation and other concessions and relaxation as permissible under the rules. Any relaxation in the eligibility criteria laid down for the issuance of certificate of disability will not be allowed. Disability Certificate issued by a competent authority need to be submitted.
10. Age relaxation of 10 years in upper age limit shall be allowed, subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years.
11. If a person with disability is entitled to age concession by virtue of being a Central Government employee, concession to him /her will be admissible either as a 'person with disability' or as a 'Central Government employee' whichever may be more beneficial to him/her.
12. The definition of disability, for the purpose of age relaxation, will be same as given in the schedule [Clause (22) of section 2) of the Act "The Right of persons with Disabilities Act, 2016. Hearing impairment – (a) "deaf" means person having 70DB hearing loss in speech frequencies in both ears; (b) "hard of hearing" means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears.

General terms and conditions of service:

1. The post is permanent and covered under "**Defined Contribution Pension Scheme**".
2. The terms & Conditions will be covered under Central Civil Services Rules issued by Government of India from time to time.
3. The interested and eligible candidates may apply in prescribed proforma, containing **Name in full (Block letters), Father's Name, Date of Birth (As per Christian era), Nationality, Religion, Caste with supporting document, disability, Home address (with PIN code, Telephone number, Mobile Number, email) Address for correspondence (with PIN code, Telephone number, Mobile Number, email) , Educational Qualification, details of Experience** etc. Passport size photograph carrying the signature of candidate on it need to be pasted on the bio-data, Self attested copies of testimonials of age, educational qualification, experience, caste, disability certificate etc. issued by respective competent authority, in the prescribed format need to be attached.

4. Candidates working in Central Government/ State Government/ Public Sector Undertaking/ Autonomous Bodies should apply through **proper channel along with certificate from their employer that neither any disciplinary case is pending nor contemplated against him/her. Otherwise application will not be considered.**
5. No correspondence / enquiries will be entertained and canvassing in any form will be a disqualification.
6. Duly filled Application in the prescribed Pro-forma accompanied by required documents should be sent to the **Director, North Eastern Region Farm Machinery Training and Testing Institute, Biswanath Chariali, Dist. Biswanath (Assam)-784 176** so as to reach them within **60 days** from the date of publication of the advertisement in the **Employment News**. The cover containing the application should be super-scribed as **“Application for the post of Library and Information Assistant”**. Application(s) received after the due date and Application (s) received through E-mail or similar means will not be considered.
7. Candidates are advised to check their e-mail and Institute’s website regularly to get updates of recruitment process. No individual correspondence will be made in this regard.

**Sd/-
Director**

Pro forma of Application for the post of **Library & Information Assistant** (Direct Recruitment Basis)

Advertisement No.....

Space for recent
Passport size
Photograph (with
signature of
candidate)

- 1. Name in full (Block Letters) :
- 2. Father's Name (in full) :
- 3. Date of Birth :
(as per class 10th certificate)
- 4. Nationality :
- 5. Religion :
- 6. Category/Caste :
(with supporting Documents)
- 7. Permanent Address :
- 8. Address for communication along-with :
PIN code & Telephone with STD code/
Mobile Number/e-Mail ID

9. Educational Qualifications (starting from highest qualification attained):

Class/Degree	Year of Passing	Division	Percentage of Marks	Name of Institution/ University	Subjects

10. Details of Experience (starting from latest employment)

Name of Post	Name of Organization	Whether Govt. or Private	Whether Post held on regular or contractual basis	From	To	Nature of Duties

11. Any other information, if any :

Declaration:

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the prescribed format duly supported by documents (self-attested copies) in respect of educational qualification/work experience etc. submitted by me are true and correct and best of my knowledge and belief.

Date: _____

Signature of the Candidate

Place: _____

(Name -----)