

No. AB-14017/54/2005-Estt (RR)
Government of India
Ministry of Personnel, PG and Pensions
Department of Personnel & Training
New Delhi

Dated the 28th March, 2013

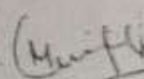
OFFICE MEMORANDUM

Subject: Model Recruitment Rules for the various categories of Group 'A' and Group 'B' posts in the Library Discipline.

The Model RRs for the various categories of Group 'A' and Group 'B' posts in the Library Discipline issued in this Department OM No. AB-14017/43/1991-Estt. (RR) dated 22.2.1993 have been reviewed in the light of 6th CPC recommendations on revision of pay scales, instructions issued by this Department, etc. Accordingly, the revised Model Recruitment Rules for the same are enclosed as Annexure to this Office Memorandum.

2. Ministries / Departments may review the existing rules and notify the revised rules conforming to the Model Recruitment Rules. These may also be forwarded to all autonomous/ statutory bodies for adoption. The Ministry of Home Affairs is also requested to forward these Model RRs to the UT Administrations for appropriate action.

3. Hindi version will follow.



(Mukta Goel)
Director (E-I)
Ph. 23092479

To

1. All Ministries/ Departments of Government of India.
2. The President's Secretariat, New Delhi.
3. The Vice-President's Secretariat, New Delhi
4. The Prime Minister's Office, New Delhi.
5. The Cabinet Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Union Public Service Commission, New Delhi.
8. The Staff Selection Commission, New Delhi

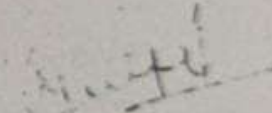
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No. AB-14017/54/2005-Estt (RR)

Dated the 28th March, 2013

Copy to:

1. The Rajya Sabha Secretariat, New Delhi.
2. The Lok Sabha Secretariat, New Delhi.
3. All Attached Offices under the Ministry of Personnel, Public Grievances and Pensions.
4. Establishment Officer and Secretary, ACC (10 copies).
5. All Officers and Sections in the Department of Personnel & Training.
6. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi
7. All Staff Members of National Council (JCM).
8. All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions.
9. Establishment (RR Branch) (20 copies)
10. ✓ NIC, DOPT (for uploading in DoP&T website at OM & Orders → Establishment → Recruitment policies)


(Mukta Goel)
Director (E-I)
Ph. 23092479

MODEL RECRUITMENT RULES FOR THE POST OF LIBRARY & INFORMATION ASSISTANT



| 1. Name of Post | 2. Number of post | 3. Classification | 4. Scale of Pay | 5. Whether selection post or non-selection post | 6. Age limit for direct recruits |
|---------------------------------|---|---|---|---|--|
| Library & Information Assistant | * (Year of framing) * subject to variation dependent on workload | General Central Service Group B Non-Gazetted, Non-Ministerial | Pay Band 2 Rs. 9300-34800 Grade Pay Rs. 4200 | Not applicable | <p>Not exceeding 30 years</p> <p>(Relaxable for Government servant upto 5 years in accordance with the instructions or orders issued by the Central Government).</p> <p>Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti District and Pangri Sub Division of Chamba District of Himachal Pradesh, Anadaman & Nicobar Islands of Lakshadweep).</p> <p>(Not applicable - in case direct recruitment is not a method of recruitments)</p> |

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| Educational and other qualifications required for direct recruits | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Period of probation, if any | Method of recruitment whether by direct recruitment or by promotion or by deputation absorption and percentage of the vacancies to be filled by various methods. |
| <p>7.</p> <p><u>Essential</u></p> <p>(i) Bachelors Degree in Library Science or Library and Information Science of a recognized University / Institute.</p> <p>(ii) Two years' professional experience in a Library under Central/State Government / Autonomous or Statutory organization/ PSU/ University or Recognized Research or Educational Institution.</p> <p><u>Desirable:</u></p> <p>Diploma in Computer Application from a recognized University or Institute.</p> <p>Note 1. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified for reasons to be recorded.</p> <p>Note 2. The qualification(s) regarding experience in / are relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes and Scheduled Tribes if any stage of selection, the Competent Authority in 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> | <p>8.</p> <p>Age: No</p> <p>Educational Qualification: Yes</p> <p>(To the extent indicated in Col. 11)</p> | <p>9.</p> <p>Two years for direct recruits.</p> | <p>10.</p> <p>Any one or combination of the following methods of recruitment keeping in view the number of sanctioned posts / regular officers in the feeder grade -</p> <ol style="list-style-type: none"> 1) Promotional Deputation (including Short Term Contract) falling within by Direct Recruitment. 2) Deputation (including Short Term Contract) falling within Direct Recruitment. 3) — percentage by promotion, falling within by deputation (including Short Term Contract), and — percent by direct recruitment. 4) Direct recruitment <p>(% for promotion/deputation (including Short Term Contract) or direct recruitment may be fixed taking into account the number of sanctioned posts / regular officers in the feeder grade).</p> <p>*In case it is suggested to take officer from non-Government bodies e.g. Universities, recognized Research Institutions, Public Undertakings, Autonomous bodies etc.</p> <p>In case direct recruitment is the only method of recruitment, the following note may be inserted- Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of the Central Government holding analogous posts on regular basis and possessing the qualifications prescribed for direct recruits under column 7.</p> |

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| <p>In case of recruitment / deputation / absorption, grades from which promotion / deputation / absorption to be made</p> | <p>If a departmental Promotion Committee exists, what is its composition</p> | <p>Circumstances in which Union Public Service Commission is to be consulted in making recruitment.</p> |
| <p>Promotion/ Deputation (including Short Term Contract): 11. Officers under the Central Government/State Government/Union Territories /PSUs/Autonomous Organizations- (a) (i) Holding analogous posts on a regular basis; or (ii) With six years of regular service in the post in the Pay Band I of Rs. 5200-20200 Grade Pay Rs. 2800 or equivalent. (b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7</p> | <p>12. Group 'B' DPC. (For considering confirmation)</p> | <p>13. Consultation with UPSC is necessary while making appointment by deputation *(including Short Term Contract). *If deputation is without Short Term Contract, UPSC consultation is not necessary.</p> |
| <p>Departmental Library Clerk(s) in Pay Band- I Rs. 5200-20200 Grade Pay Rs. 1900 with 10 years of regular service in the grade and possessing Bachelors Degree in Library Science or Library and Information Science of a recognized University/ Institute shall also be considered along with outsiders. In case he/ she is selected, the post shall be treated as having been filled by promotion. Otherwise, it will be treated as having been filled by Deputation (including Short Term Contract).</p> <p>Note: 1. 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 / department of the Central Government shall ordinarily not exceed three years. 2. The maximum age limit for appointment by deputation (including Short Term Contract) / absorption shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p> | | |

NAME OF POST : LIBRARY & INFORMATION ASSISTANT

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| | Existing Recruitment Rules | Model R.R as per O.M No-AB-14017/54/2005-Exit (RR) dated 28-03-2013 Govt. of India Ministry or Personnel, PG and Pensions Dept. of Personnel & Training, New Delhi (Encl.-5) | Proposed Revised Recruitment Rules as per the 7th CPC recommendations | Library & Information Assistant | |
| 1. | Name of Post | Library Assistant & Jr. Library Assit. | Library & Information Assistant | Library & Information Assistant | |
| 2. | No. of post | 1+2 | 3 | 3 | As Per 6th CPC recommendations (Encl-1) |
| 3. | Classification | 'C' | 'B' | 'B' | As per 7th CPC recommendations (Encl.-9) |
| 4. | Scale of Pay | Rs. 5000-150-8000 | P.B-2 Rs. 9300-34800+G.P Rs. 4200/- | Level-6 Rs. 35400-112400 | (Encl.-9) |
| 5. | Whether selection post or non-selection post | N.A. | Non-Selection | Non-Selection | |
| 6. | Age for direct recruit | 30 years, the crucial date for determining the age limit for the Employment Exchange should be the last date after which the employment Exchange have been asked to submit the names. | Not exceeding 30 years. Relaxable for Government servant upto 5 years in accordance with the instructions or orders issued by the Central Government. Note : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India/and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti District and Pangri Sub Division of Chamba District of Himachal Pradesh, Anadaman & Nicobar Islands of Lakshadweep). (Not applicable-In case direct recruitment is not a method of recruitments) | Not exceeding 30 years. Relaxable for Government servant upto 5 years in accordance with the instructions or orders issued by the Central Government. Note : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India/and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti District and Pangri Sub Division of Chamba District of Himachal Pradesh, Anadaman & Nicobar Islands of Lakshadweep). (Not applicable-In case direct recruitment is not a method of recruitments) | |



 Date: _____

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| 7. | Educational Qualifications required for direct recruits. | 1-Graduate. 2-Degree or a diploma in Library Science (One year after graduation of recognised University or its equivalent.) | <p>Essential</p> <p>(i) Bachelors Degree in Library Science or Library and Information Science of a recognised University/Institute.</p> <p>(ii) Two years' professional experience in a Library under Central/State Government/Autonomous or Statutory organization PSU/University or Recognized Research or Educational Institution.</p> <p>Desirable</p> <p>Diploma in Computer Applications from a recognized University or Institute.</p> <p>Note:</p> <p>1. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified for reasons to be recorded.</p> <p>2. The qualifications(s) regarding experience is/are relaxable at the discretion of the competent Authority in the case of candidates belonging to Scheduled Castes and Scheduled Tribes if, any stage of selection the competent Authority 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> | <p>Essential</p> <p>(i) Bachelors Degree in Library Science or Library and Information Science of a recognised University/Institute.</p> <p>(ii) Two years' professional experience in a Library under Central/State Government/Autonomous or Statutory organization PSU/University or Recognized Research or Educational Institution.</p> <p>Desirable</p> <p>Diploma in Computer Applications from a recognized University or Institute.</p> <p>Note:</p> <p>1. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified for reasons to be recorded.</p> <p>2. The qualifications(s) regarding experience is/are relaxable at the discretion of the competent Authority in the case of candidates belonging to Scheduled Castes and Scheduled Tribes if, any stage of selection the competent Authority 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> |
| 8. | Whether age and Educational qualifications prescribed for direct recruits will apply in the case of promotees. | N/A | <p>Age : No</p> <p>Educational Qualifications: Yes (To the extent indicated in Col 11)</p> | <p>Age : No</p> <p>Educational Qualifications: Yes (To the extent indicated in Col 11)</p> |
| 9. | Period of Probation if any | 2 years | <p>2 years for direct recruits: Nil for promotees.</p> | <p>2 years for direct recruits: Nil for promotees.</p> |
| 10. | Method of recruitment whether by direct | By direct recruitment | <p>Fifty percentage by promotion, failing which by transfer on deputation and</p> | <p>Fifty percentage by promotion, failing which by transfer on deputation and</p> |

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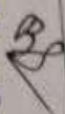
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| <p>recruitment or by promotion or by deputation or transfer and percentage of the vacancies to be filled by various methods.</p> | <p>N.A.</p> | <p>fifty percentage by direct recruitment.</p> | <p>fifty percentage by direct recruitment.</p> |
| <p>11. In case of recruitment by promotion or deputation or transfer grades from which promotion or deputation or transfer to be made.</p> | <p>N.A.</p> | <p>Promotion Departmental Library Clerk(s) in the P.B-1 Rs.5200-20200+ Grade Pay Rs-1900/- with 10 years of regular service in the Grade and possessing Bachelors Degree in Library Science or Library and Information Science of a recognized University/Institute shall also be considered along with outsiders. In case he/she is selected, the post shall be treated as having been filled by promotion. Otherwise, it will be treated as having been filled by Deputation (Including Short Term Contract). Transfer on deputation Officials of the Central Govt. (i) Holding analogous posts on regular basis; or (ii) with 6 years regular service in posts in the scale of Rs.5200-20200 GP 2800; or (b) Possessing the qualifications and experience prescribed for direct recruitment under column 7.</p> <p>Note: 1. 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 organisation/ department of the Central Govt. shall ordinarily not exceed 3 years. 2. The Maximum age limit for appointment by deputation (including Short term contract)/ absorption shall</p> | <p>Promotion Departmental Library Clerk(s) in level 2 Rs.19900-63,200 with 10 years regular service in the level and possessing Bachelors Degree in Library Science or Library and Information Science of a recognized University/Institute shall also be considered along with outsiders. In case he/she is selected, the post shall be treated as having been filled by promotion. Otherwise, it will be treated as having been filled by Deputation (Including Short Term Contract). Transfer on deputation Officials of the Central Govt. (i) Holding analogous posts on regular basis; or (ii) with 6 years regular service in posts in the Level-5; or (b) Possessing the qualifications and experience prescribed for direct recruitment under column 7.</p> <p>Note: 1. 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 organisation/ department of the Central Govt. shall ordinarily not exceed 3 years. 2. The Maximum age limit for appointment by deputation (including Short term contract)/ absorption shall be not exceeding 56 years as on the</p> |

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 संख्या = 5
 5/1/2024

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| | | be not exceeding 56 year's as on the closing date of receipt of application | closing date of receipt of application | |
| 12. | If a Departmental Promotion Committee exists, what is its composition? | DPC Group 'C' 1. Director, Kendriya Hindi Sansthan- Chairman 2. Senior Most Professor Kendriya Hindi Sansthan (at Agra Head Quarter) - Member 3. Representative of the Education Ministry - Member 4. S.C./S.T. representative as per rules- member 5. Registrar, Kendriya Hindi Sansthan - Member | DPC Group 'B' 1. Director, Kendriya Hindi Sansthan- Chairman 2. Senior Most Professor Kendriya Hindi Sansthan (at Agra Head Quarter) - Member 3. Representative of the Education Ministry - Member 4. S.C./S.T. representative as per rules- member 5. Registrar, Kendriya Hindi Sansthan - Member | DPC Group 'B' 1. Director, Kendriya Hindi Sansthan Chairman 2. Senior Most Professor Kendriya Hindi Sansthan (at Agra Head Quarter) - Member 3. Representative of the Education Ministry - Member 4. S.C./S.T. representative as per rules- member 5. Registrar, Kendriya Hindi Sansthan - Member |


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