**Appendix-II**

**Draft Recruitment Rules**

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| **S.n** | **Name of the post** | **Head, Centre for Publication and Information Services** |
|  | No. of posts | One |
|  | Classification | General Central Service, Group 'A' Gazetted, Non-Ministerial |
|  | Pay Band and Grade Pay or Pay Scale | Level 13 (Pre-revised: Pay Band-4, pay scale Rs. 37400-67000 plus Grade Pay Rs. 8700) |
|  | Whether selection post or non selection post | Non-selection |
|  | Age-limit for direct recruits | Not Applicable |
|  | Educational and other qualifications required for direct recruits | Not Applicable |
|  | Whether age and educational  qualifications prescribed for  direct recruits will apply in the  case of promotees | Not applicable |
|  | Period of probation, if any | Two Years |
|  | Method of recruitment  Whether by direct recruitment or by promotion or by deputation or transfer and percentage of the vacancies to be filled by various methods | Promotion |
|  | In case of recruitment by promotion or deputation or absorption grades from which promotion or deputation or absorption is to be made. | **Grade:** Library & Information Officer / Senior Library & Information Officer  **Eligibility:**  (i). 5 years’ experience in the grade of Senior Library & Information Officer in the Level 12 (PB 7600)  OR  10 years’ experience in the grade of Library & Information Officer in the Level 11 (PB 6600) alone or in combination with the level 12 PB 7600, Senior Library & Information Officer  (ii). Must have, in the feeder post, undergone two short-term training course / orientation programme, ‘in-service’ or at any recognizedacademy / institute, for upgrading their skills required for the post.  **Benchmark:** The minimum assessment of ACRs – Very Good |
| **S.n** | **Name of the post** | **Information Scientist** |
|  | No. of posts | One |
|  | Classification | General Central Service Group B Gazetted, Non-Ministerial |
|  | Pay Band and Grade Pay or Pay Scale | Level 9 (Pre-revised: Pay Band 2 Rs. 9300-34800 Grade Pay Rs.5400) |
|  | Whether selection post or non selection post | Non-selection |
|  | Age-limit for direct recruits | Not Applicable |
|  | Educational and other qualifications required for direct recruits | Not Applicable |
|  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not Applicable |
|  | Period of probation, if any | Two years |
|  | Method of recruitment | Promotion |
|  | In case of recruitment by promotion or deputation or absorption grades from which promotion or deputation or absorption is to be made. | **Essential**   1. Senior Library & Information Assistant / Library & Information Assistant in the Level 6 Pay Band (Pre-revised: PB:2 Rs. 9300-34800 Grade Pay Rs. 4200) with Eight years' regular service and successfully completed short-training in the field of Library and Information Science. 2. Must have studied computer science as a subject at Bachelor’s level 3. Must Have experience in research projects related to libra 4. ry and information science |
|  | If a DPC exists, what is its composition? | Group 'B' Departmental Promotion Committee (Full composition of the DPC may be given) for promotion and / or confirmation. |

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| **S.n** | **Name of the post** | **Assistant Editor** |
|  | No. of posts | One |
|  | Classification | Group B, Gazetted |
|  | Pay Band and Grade Pay or Pay Scale | Level 10 (Pre-revised: Pay Band 2 Rs. 9300-34800 Grade Pay Rs.5400) |
|  | Whether selection post or non selection post | Not applicable |
|  | Age-limit for direct recruits | Not Exceeding 35 years.Relaxable for Govt. servant’s as per rule. |
|  | Educational and other qualifications required for direct recruits | **Essential:**  A Bachelor degree from a recognized University in regular stream. Post Graduate Degree in Mass Communication / Journalism, where editing is one of the subject in regular stream. Minimum three years’ experience in similar posts such as technical writer, content manager, content developer in government / autonomous organizations and involved in activities such as content development, modifications, proof reading and editing.  Good English Language communication skill and computer knowledge  **Desirable:**  Knowledge in translation, advertisement, TV / Radio production. |
|  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not Applicable |
|  | Period of probation, if any | 2 Years |
|  | Method of recruitment | Direct recruitment |
|  | In case of recruitment by promotion or deputation or absorption grades from which promotion or deputation or absorption is to be made. | Not Applicable |

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| **S.n** | **Name of the post** | **Software Engineer** |
|  | No. of posts | One |
|  | Classification | Group "B" Gazetted |
|  | Pay Band and Grade Pay or Pay Scale | Level 9 (Pre-revised: Pay Band-3, Rs. 15600- 39100 with Grade Pay of Rs. 5400) |
|  | Whether selection post or non selection post | Not Applicable |
|  | Age-limit for direct recruits | Not exceeding 35 years |
|  | Educational and other qualifications required for direct recruits | **Eligible**  Master’s Degree in Computer Applications or M.Sc (Computer Science / Information Technology) from a recognized University / Institute; or B.E. / B.Tech in Computer Engineering / Computer Science/Computer Technology / Computer Science & Engineering / Information Technology from a recognized University / Institute.  Minimum 3-years’ experience in similar posts in government / autonomous organization.  **Desirable**  Working experience in open source software based projects. |
|  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not Applicable |
|  | Period of probation, if any | Two years |
|  | Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods | 100% Direct |
|  | In case of recruitment by promotion or deputation or absorption grades from which promotion or deputation or absorption is to be made. | Not Applicable |

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| **S.n** | **Name of the post** | **Graphic designer-cum-Visualizer** |
|  | No. of posts | One |
|  | Classification | Group B, Non-gazatted |
|  | Pay Band and Grade Pay or Pay Scale | Level 8 (Pre-revised: Pay Band 2, Rs 9300-34800 with GP 4800) |
|  | Whether selection post or non selection post | Not applicable |
|  | Age-limit for direct recruits | Not exceeding 35 years.  Relaxable for Govt. Servants’ as per rule |
|  | Educational and other qualifications required for direct recruits | **Essential Qualifications**  Bachelor in Fine Arts / Applied Arts OR PG Diploma in Multi-media Technology from a recognized institution  Expertise in the following design layout software applications: CorelDraw, Adobe Illustrator, Adobe Photoshop, Adobe InDesign  Minimum 4-years’ experience in similar posts in government/ autonomous organization  **Desirable Qualifications**  Knowledge of printing techniques and photography and its application to designing.  Basics of video editing software, Corel Video Studio & Adobe Audition  Experience in preparation of illustrations, cover design, layout works etc. of books, periodicals and brochures |
|  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not Applicable |
|  | Period of probation, if any | 2 years for direct recruitment |
|  | Method of recruitment | 100% direct recruitment |
|  | In case of recruitment by promotion or deputation or absorption grades from which promotion or deputation or absorption is to be made. | Not Applicable |