

LIBRARY

36.1 LIBRARY ATTENDANT

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post		Library Guard	Library Attendant	It was recommended that the jobs assigned to this post may be outsourced
2	Number of Posts	No Post	1 Post	4 Posts	
3	Classification		Group 'C'	Group 'C'	
4	Pay Band and Grade Pay		PB: 1, (Rs. 5200 – 20200) GP: Rs. 1800	PB: 1, (Rs. 5200 – 20200) GP: Rs. 1800	
5	Method of Recruitment		100% By transfer, failing which by Direct Recruitment	100% by Promotion	

36.2 LIBRARY GUARD

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post	Library Guard			This Job may be assigned to Security Wing of the Institute.
2	Number of Posts	3 posts	No Post	No Post	
3	Classification	Group 'C'			
4	Pay Band and Grade Pay	PB: 1, (Rs. 5200 – 20200) GP: Rs. 1900			
5	Method of Recruitment	By Transfer failing which by direct recruitment			

36.3 LIBRARY ATTENDANT (GRADE II)

S No	Description	“As Is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post		Library Attendant (Grade II)	Library Clerk	To be retained as Library Clerk*
2	Number of Posts	No Post	4 post	7 post	
3	Classification		Group-C	Group 'C'	
4	Pay Band and Grade Pay		PB: 1 (Rs. 5200 – 20200) GP: Rs. 1900	PB: 1 (Rs. 5200 – 20200) GP: Rs. 1900	
5	Method of Recruitment		By 25% prom & 75% D.R.	90% by direct recruitment 10% by promotion by selection	
6	Age limit for Direct Recruits		18-30 years	18-25 years (Relaxable for Govt. Servants upto 35 years in accordance with instructions or orders issued by the Central Govt.)	
7	Educational and other qualification required for Direct Recruits		i) Matriculation or equivalent. ii) Experience of having worked in a Library for atleast 2 years. OR iii) Certificate in Library Science/ Librarianship from a recognized Institution. Desirable Knowledge of typing.	1. Matriculation or an equivalent examination recognised Indian University or Higher Secondary Examination. 2. Typing speed of 30 wpm. Desirable: Knowledge of Library Work.	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		Not Applicable	Not Applicable	
9	In case of Recruitment by Promotion:		Not Applicable	Not Applicable	
9a	Whether by seniority-cum fitness i.e., 'non selection',		seniority-cum-fitness	Not Applicable	

S No	Description	“As Is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
	or by 'Merit-cum-seniority' i.e., 'selection'				
9b	Grades from which promotion is to be made and eligibility		Library Guards with 5 years of regular service in the grade and possessing atleast Matriculation Certificate or equivalent	By Promotion from Library Attendants with three years regular service in the grade.	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		No: The promotee should however be matriculates.	Not Applicable	
10	If a DPC exists, what is its composition		Normally, the Committee is constituted for two years. However, changes are affected in the eventuality of member resigning the Committee/job, retirement, death etc.	1. Medical Supdt. Chairperson	
				2. One Sr. Professor Member	
				3. One Professor Member	
				4. DDA/Sr AO Member	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		Not Applicable	Not Applicable	
12	Period of probation, if any		Two years.	Two years	
13	Brief nature of the Job				

* The name of the posts in AIIMS and PGIMER may be changed as in JIPMER as per the orders of GOI M.F.O.M.No.1991/IC/86dated 24.7.1990 regarding restructuring of Libraries and filled by DR with following qualification* The name of the posts in AIIMS and PGIMER may be changed as in JIPMER as per the orders of GOI M.F.O.M.No.1991/IC/86dated 24.7.1990 regarding restructuring of Libraries and filled by DR with following qualification

- A. 10.+ 2 from a recognized Board or equivalent.
- B. Certificate in Library Science/Librarianship from a recognized Institution.
- C. Proficiency in computer through a test conducted by the institute.
- D. 10.+ 2 from a recognized Board or equivalent.
- E. Certificate in Library Science/Librarianship from a recognized Institution.
- F. Proficiency in computer through a test conducted by the institute.

36.4 LIBRARY ATTENDANT (GRADE II)

S No	Description	“As Is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post	Library Attendant (Grade II)	Library Attendant (Grade I)		May be re designated as Library Attendant**
2	Number of Posts	9 post	2 post	No Post	
3	Classification	Group 'C'	Group-C		Group 'C'
4	Pay Band and Grade Pay	PB: 1 (Rs. 5200 – 20200) GP: Rs. 2000	PB: 1 (Rs. 5200 – 20200) GP: Rs. 2000		PB: 1 (Rs. 5200 – 20200) GP: Rs. 2000
5	Method of Recruitment	33.33% by Prom 66.67% by D. R	By 25% prom & 75% D.R.		33.33% by Prom 66.67% by D. R
6	Age limit for Direct Recruits	Between 18 and 30 years. (Relaxable upto 40 years in the case of employees of AIIMS)	18-30 years		Between 18 and 30 years. (Relaxable upto 40 years in the case of employees of AIIMS)
7	Educational and other qualification required for Direct Recruits	Essential: Matriculation or its equivalent Desirable 1. Experience of having worked in a Library for at least 2 years 2. Knowledge of typing	Essential i) Matriculation or equivalent. ii) Experience of having worked in a Library for at least 2 years. OR iii) Certificate in Library Science/ Librarianship from a recognized Institution. Desirable Knowledge of typing.		Essential: 10+2or its equivalent from a recognized Board/Institution Desirable 1. Experience of having worked in a Library for at least 2 years 2. Knowledge of computers
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not Applicable	Not Applicable		
9	In case of Recruitment by Promotion:				

S No	Description	“As Is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness	Seniority-cum-fitness		Non-Selection
9b	Grades from which promotion is to be made and eligibility	Library Guards with 5 years of regular service in the grade and possessing at least Matriculation Certificate or equivalent.	Library Guards with 5 years of regular service in the grade and possessing at-least Matriculation Certificate or equivalent		Employees of Institute concerned with 5 years of regular service and possessing educational qualifications as per col 7
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable	No: The promotee should however be matriculates.		
10	If a DPC exists, what is its composition	1. DDA/Chief Admin. Officer	Chairman	Normally, the Committee is constituted for two years. However, changes are affected in the eventuality of member resigning the Committee/job, retirement, death etc.	
		2. Chief Librarian	Member		
		3. One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organization.	Member		
		4. One Representative of Minority Communities, to	Member		

S No	Description	“As Is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS		PGIMER	
		be nominated by the Director from persons of an appropriate status working at AIIMS or some other organization.			
		5. Administrative Officer(DO)	Member		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not Applicable		Not Applicable	
12	Period of probation, if any	Two years		Two years.	
13	Brief nature of the Job				

36.5 LIBRARY ATTENDANT (GRADE I)

S No	Description	“As Is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post	Library Attendant Gr-I	Library Clerk		**
2	Number of Posts	3 posts	3 posts	No post	
3	Classification	Group 'C'	Group-C		
4	Pay Band and Grade Pay	PB-1, (Rs.5200-20200) Grade Pay Rs. 2400	PB-1, (Rs.5200-20200) Grade Pay Rs. 2400		
5	Method of Recruitment	By Promotion	By promotion failing which by DR.		
6	Age limit for Direct Recruits	Not Applicable	18-30 years		
7	Educational and other qualification required for Direct Recruits	Not Applicable	Essential 1.Matriculation with Science 2.Diploma in Library Science. 3.Three year experience of handling books and journals in a Library of repute.		
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not Applicable	Not Applicable		
9	In case of Recruitment by Promotion:	Not Applicable	Not Applicable		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness	Seniority-cum-fitness		

S No	Description	“As Is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
9b	Grades from which promotion is to be made and eligibility	Library Attendant (Grade II) with 3 years of regular service in the grade and possessing at least Matriculation Certificate or equivalent.	Library Attendant Gr.I with 3 years of regular service in the grade		
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No; the promotee should, however, be at least a Matriculate.	Not Applicable		
10	If a DPC exists, what is its composition	1. Dean/ Chief of a Centre/ M.S.	Chairman	Normally, the Committee is constituted for two years. However, changes are affected in the eventuality of member resigning the Committee/job, retirement, death etc.	
		2. Dy. Director (Admin.)	Member		
		3. Chief Librarian	Member		
		4. One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organization.	Member		
		5. One Representative of Minority Communities, to be nominated by the Director from	Member		

S No	Description	“As Is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
		persons of an appropriate status working at AIIMS or some other organization.			
		6. Chief/Sr. Admin. Officer	Member		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	<p>Officers of the Central/State/U.T Governments, or officers of the Central Autonomous/ Statutory Bodies or Public Sector Undertakings</p> <p>a) i) holding analogous posts on regular basis; or ii) posts in the scale of Rs.1640-2900 with 3 years of regular service in the grade; and</p> <p>b) possessing the following qualifications:</p> <p>(1) M.Sc./M.A/ M.Com Degree; and</p> <p>(2) Bachelor's Degree in Library Science; and</p> <p>(3) Experience in acquisition of books, periodicals and documentation work in a Medical or other library of standing.</p> <p>(Period of deputation shall not ordinarily exceed 3 years)</p> <p>Note:</p>		Not Applicable	

S No	Description	“As Is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
		Librarian Gr. II who are in line for promotion shall not be eligible for being taken on deputation.			
12	Period of probation, if any	Nil	Two years. (for DR)		
13	Brief nature of the Job				

**** The post of Library Attendants/Clerk in PB1 +GP Rs.2000 and Rs.2400 do not figure in GOI M.F.O.M.No.1991/IC/86dated 24.7.1990 regarding restructuring of Libraries, these posts are existing in AIIMS and PGIMER. Continuance of these posts as Library Attendant/Clerk may therefore be considered by the respective Institutes.**

Alternatively, these positions could be filled up by eligible candidates from clerical cadre of the respective Institutes.

36.6 SENIOR LIBRARY AND INFORMATION ASSISTANT

S No	Description	“As Is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post	Librarian (Gr. III)	Sr. Library & Information Assistant	Library and Information Assistant (Assistant Librarian)/ Documentation Assistant	Senior Library And Information Assistant
2	Number of Posts	4 posts	11 posts	1+1 post	
3	Classification	Group-B	Group 'B'	Group 'B'	Group 'B'
4	Pay Band and Grade Pay	PB: 2 (Rs. 9300 – 34800) G P: Rs. 4200	PB: 2 (Rs. 9300 – 34800) G P: Rs. 4200	PB: 2 (Rs. 9300 – 34800) G P: Rs. 4200)	PB: 2 (Rs. 9300 – 34800) G P: Rs. 4200)
5	Method of Recruitment	By Direct Recruitment	50% by promotion 50% By direct recruitment	By Direct Recruitment	By Direct Recruitment
6	Age limit for Direct Recruits	Between 18 and 30 years (Relaxable upto 40 years for employees of AIIMS)	18-30 years (Relaxable upto 40 years for the employees of PGIMER.)	Not exceeding 30 years	Between 20 and 30 years (Relaxable for Govt. Servants / Departmental candidates by 5 years)
7	Educational and other qualification required for Direct Recruits	Essential: 1. B.Sc. /Degree or equivalent from a recognized University : and 2. Bachelor’s degree or equivalent in Library Science from a recognized University or Institute Desirable: 1. Two years experience of acquisition of books, periodicals, and documentation work in a library of standing or repute 2. Typing speed of 30 words per minute in English or 25 words per minute in Hindi	Essential 1. B.Sc./B.A./B.Com. 2. Bachelor of Library Science.	Essential: 1. Graduate of recognized University. 2. Diploma in Library Science. Desirable: 1. Degree (B.Lib. Science) in Library Science.	Essential: (i) Graduate + Full time Bachelor's Degree in Library and Information Science or equivalent (ii) Ability to use computers - Hands on experience in office applications, spread sheets and presentations. Typing speed of 35 words per minute in English or 30 words per minute in Hindi.

S No	Description	“As Is” Recruitment Rules				Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER		
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not Applicable	Not Applicable.	Not Applicable.	Not Applicable.	
9	In case of Recruitment by Promotion:	Not Applicable.	Not Applicable.	Not Applicable.	Not Applicable.	
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not Applicable	Seniority-cum-fitness	Not Applicable	Not Applicable	
9b	Grades from which promotion is to be made and eligibility	Not Applicable	Library Clerks with 8 years of regular service in the grade.	Not Applicable	Not Applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable	Not Applicable.	Not Applicable	Not Applicable.	
10	If a DPC exists, what is its composition	1.Professor-Incharge(Lib.)	Chairman	Normally, the Committee is constituted for two years. However, changes are affected in the eventuality of member resigning the Committee/job, retirement, death etc.	1. Medical Supdt	Chairperson
		2.Chief Librarian	Member		2. One Sr. Professor	Member
		3.Chief/Sr. Admin. Officer	Member		3. One Professor	Member
		4.One Representative of SC/ST to be nominated by the	Member		4. DDA/Dr. Admin Officer	Member

S No	Description	“As Is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
		Director from persons of an appropriate status working at AIIMS or some other organisation.			
		5. One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.			
		6. Deputy Director (Admn.)	Member		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not Applicable	Not Applicable	Not Applicable	Not Applicable
12	Period of probation, if any	Two years	Two years in case of direct recruitment.	Two years	Nil
13	Brief nature of the Job				

Note: -

The posts existing in AIIMS and PGIMER may be named as in JIPMER in accordance with orders of GOI M.F.O.M.No.1991/IC/86, dated 24.7.1990 regarding restructuring of Libraries and filled by DR with the following qualification.

- a. Degree from a recognized University or equivalent.

b. Degree in Library Science from a recognized university or equivalent

36.7 LIBRARIAN GRADE II

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post	Librarian Grade II			The post existing in AIIMS may be merged with Senior Library And Information Assistant
2	Number of Posts	3 posts	No post	No post	
3	Classification	Group 'B'			Group 'B'
4	Pay Band and Grade Pay	PB: 2 (Rs. 9300 – 34800) G P: Rs. 4200			PB: 2 (Rs. 9300 – 34800) G P: Rs. 4200
5	Method of Recruitment	By Promotion failing which by DR			By promotion

36.8 SENIOR LIBRARY AND INFORMATION ASSISTANT

S No	Description	“As Is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post			Senior Translator-cum- Information Assistant	Isolated Post in JIPMER (To be merged with Senior Library And Information Assistant)
2	Number of Posts	No post	No post	1 post	
3	Classification			Group 'B'	
4	Pay Band and Grade Pay			PB: 2 (Rs. 9300 – 34800) G P: Rs. 4200	
5	Method of Recruitment			Deputation (including short term contract) failing which by Direct Recruitment	
6	Age limit for Direct Recruits			Not exceeding 30 years (Relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Central Government)	
7	Educational and other qualification required for Direct Recruits			Essential: 1. Bachelor's degree from a recognized University/ Institute with French as second language Or 2. Bachelor's degree from a recognized University with one year Diploma in French. 3. Bachelor's degree in library and Information Science from a recognized University/Institute. 4. One year experience in translation from French to English and vice versa.	

S No	Description	“As Is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972			Not Applicable.	
9	In case of Recruitment by Promotion:			Not Applicable.	
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'			Not Applicable	
9b	Grades from which promotion is to be made and eligibility			Not Applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees			Not Applicable	
10	If a DPC exists, what is its composition			1. Medical Supdt.	Chairman
				2. One Senior Prof.	Member
				3. One Prof.	Member
				4. DDA/Sr. Admn. Officer	Member

S No	Description	“As Is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation			Deputation (including short term contract); A Officers of the Central/State Governments/ Autonomous bodies/ Public sector undertakings; i)holding analogous post on regular basis in the parent cadre/department; or ii) with three years' service in the grade rendered after appointment thereto on a regular basis in the scale of Pay Band 2 with GP of Rs 4200 or equivalent in the parent cadre/Department; and b) possessing the educational qualifications and experience prescribed for DR under col.8.	
12	Period of probation, if any			Two years	
13	Brief nature of the Job				

36.9 ASSISTANT LIBRARY AND INFORMATION OFFICER

S No	Description	“As Is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post	Librarian Grade-I	Assistant Library and Information Officer	Assistant Library and Information Officer	Assistant Library and Information Officer
2	Number of Posts	1 post	1 post	1post	
3	Classification	Group-'B'	Group 'B'	Group 'B'	Group 'B'
4	Pay Band and Grade Pay	PB: 2 (Rs. 9300 – 34800) G P: Rs. 4600	PB: 2 (Rs. 9300 – 34800) G P: Rs. 4600	PB: 2 (Rs. 9300 – 34800) G P: Rs. 4600	PB: 2 Rs. 9300 – 34800 GP: Rs4600
5	Method of Recruitment	By promotion failing which by Deputation	By promotion	By Direct Recruitment	By Promotion
6	Age limit for Direct Recruits	Not Applicable	Not Applicable.	Not exceeding 30 years (Relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Central Government)	Not Applicable
7	Educational and other qualification required for Direct Recruits	Not Applicable	Not Applicable.	Essential: 1. Graduate of a recognized Indian University or equivalent degree in French 2. Diploma in Librarian-ship.	Not Applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not Applicable	Not Applicable.	Not Applicable.	Not Applicable

S No	Description	“As Is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit –cum-Seniority	Seniority-cum-fitness	Not Applicable	Selection (Merit cum Seniority)
9b	Grades from which promotion is to be made and eligibility	Librarian Grade II with 3 years of regular service in the grade,	Sr. Library & information Assistant with 5 years of regular service in the grade.	Not Applicable	Grade: Librarian Grade II Eligibility: <ol style="list-style-type: none"> 5 years of regular service in the grade Must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion Benchmark: The minimum assessment of ACRs – Very Good
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable, However, a promotee should have at least a Diploma in Library Science	Not Applicable.	Not Applicable	
10	If a DPC exists, what is its composition	1. Dean/ Chief OF a Centre/ M.S.	Chairman	Normally, the Committee is constituted for two years. However, changes are affected in the eventuality of	1. Medical Supdt. –Chairman
		2. Dy. Director (Admin.)	Member		2. One Senior Prof. -Member

S No	Description	“As Is” Recruitment Rules			Recommendation of Coordination Committee	
		AIIMS	PGIMER	JIPMER		
		3. Chief Librarian	Member	member resigning the Committee/job, retirement, death etc.	3. One Prof. -Member	
		4. One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member		4. DDA/Sr. Admn. Officer - Member	
		5. One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation	Member			
		6. Chief/Sr. Admin. Officer	Member			
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Officer of the Central/State /UT Governments, or officers of the Central Autonomous/ Statutory Bodies or Public Sector Undertakings a) i) holding analogous posts on regular basis or ii) post in the scale of		Not Applicable	Not Applicable	

S No	Description	“As Is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
		<p>Rs.1640-2900 with 3 years of regular service in the grade; and</p> <p>b) possessing the following qualifications</p> <p>c) M.Sc. /M.A/M.Com Degree</p> <p>d) Bachelor’s Degree in Library Science; and</p> <p>e) Experience in acquisition of books, periodicals and documentation work in a Medical or other library of standing</p> <p>(Period of deputation shall not ordinarily exceed 3 years)</p> <p>Not: Librarian Gr.II who are in line for promotion shall not be eligible for being taken on deputation</p>			
12	Period of probation, if any	Nil	Two years	Two years	Nil
13	Brief nature of the Job				

36.10 LIBRARY AND INFORMATION OFFICER

S No	Description	“As Is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post		Library and Information Officer		Library and Information Officer
2	Number of Posts	No post	1 post	No post	
3	Classification		Group A		Group A
4	Pay Band and Grade Pay		PB-2, (Rs. 9300-34800) GP Rs. 5400		PB-2, (Rs. 9300-34800) GP Rs. 5400
5	Method of Recruitment		By promotion		By promotion
6	Age limit for Direct Recruits		Not Applicable		Not Applicable
7	Educational and other qualification required for Direct Recruits		Not Applicable.		Not Applicable.
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		Not Applicable.		Not Applicable.
9	In case of Recruitment by Promotion:		Not Applicable		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'		Seniority-cum-fitness		Non-Selection(Seniority-cum-fitness)

S No	Description	“As Is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
9b	Grades from which promotion is to be made and eligibility		Assistant Library & Information Officer with 7 years of regular service in the grade.		<p>Grade: Assistant Library and Information Officer</p> <p>Eligibility:</p> <p>(i) 3 years of regular service in the grade</p> <p>(ii) Must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, ‘in-service’ or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Not Applicable		Not Applicable
10	If a DPC exists, what is its composition		Normally, the Committee is constituted for two years. However, changes are affected in the eventuality of member resigning the Committee/job, retirement, death etc		Not Applicable
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		Not Applicable		Not Applicable
12	Period of probation, if any		Nil		Nil

S No	Description	“As Is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
13	Brief nature of the Job				

36.11 LIBRARIAN SELECTION GRADE

S No	Description	“As Is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post	Librarian Selection Grade			This post exists in AIIMS Only. Librarian Selection Grade
2	Number of Posts	1 post	No post	No post	
3	Classification	Group-A			Group-A
4	Pay Band and Grade Pay	PB3, Rs(15600-39100) GP:Rs 6600			PB3, Rs(15600-39100) GP:Rs 6600
5	Method of Recruitment	By promotion failing which by Deputation			By promotion failing which by Deputation
6	Age limit for Direct Recruits	Not Applicable			Not Applicable
7	Educational and other qualification required for Direct Recruits	Not Applicable			Not Applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not Applicable			Not Applicable
9	In case of Recruitment by Promotion:	Not Applicable			Not Applicable
9a	Whether by seniority-cum fitness i.e., ‘non selection’, or by ‘Merit-cum-seniority’ i.e.,	Merit –cum- Seniority			Selection(Merit –cum- Seniority)

S No	Description	“As Is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
	'selection'				
9b	Grades from which promotion is to be made and eligibility	Librarian Grade-I with 5/8 years of regular service in the respective grade Rs.2200-4000/Rs.2000-3500			Grade: Librarian Grade I/ Assistant Library and Information Officer Eligibility: (i). 7 years' experience in the grade (ii). Must have, in the feeder post, undergone once in every two years a short-term training course/ orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion Benchmark: The minimum assessment of ACRs – Very Good
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable, However, a promotee should have a Degree in Science plus Degree or equivalent in Library Science			Not Applicable
10	If a DPC exists, what is its composition	a) Director	Chairman		
		b) Chief of a Centre to be nominated of the Director	Member		
		c) Professor-in-charge, Library	Member		
		d) Medical Superintendent	Member		
		e) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or	Member		

S No	Description	“As Is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
		some other organisation.			
		f) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organization.	Member		
		g) Dy. Director (Admn.)	Member		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	<p>Deputation / Promotion Officer under Central/State /UT Governments, or officers of the Central Autonomous/ Statutory Bodies or Research and Development Organization holding analogous posts on regular basis with at least 5/8 years of regular service in the post in the scale of Rs.2200-4000/Rs.2000-3500 respectively, or equivalent and possessing the following qualifications and experience</p> <p>Atleast a second class Master's Degree in Science (preferably in Biological Sciences) of a recognized University or equivalent: Degree or equivalent Diploma in Library Science of a recognized Institution/ University and ; and 7 years experience in a supervisory capacity in a library of standing.</p> <p>Desirable:</p>			<p>Officers of the Central / State / Union Territory Governments / Universities / Central Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development organizations:</p> <p>Holding analogous posts on regular basis; or With at least 5 – 8 years regular service in PB 3 in the posts in the scale of Rs. 15600 - 39100, Grade Pay Rs 5400 in a library of standing and Possessing the following qualifications and experience:</p> <p>Essential: Master's Degree (preferably in Biological Sciences); from a recognised University or equivalent; Degree or equivalent Diploma in Library Science from a recognised Institution or University</p> <p>Desirable: Master's Degree in Library Science; Training in Medical Librarianship;</p> <p>Period of deputation: Shall not ordinarily exceed</p>

S No	Description	“As Is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
		Master's Degree in Library Science: training in Medical Librarianship: Experience of documentation work in a responsible capacity Knowledge of Sanskrit and any modern European language other than English Librarian Gr.I of AIIMS with 8 years of regular service in the grade shall also be considered (if he possesses the qualification mentioned at Sr. No 9(c above and in case he is selected by a consideration of a 11 those who have applied) the appointment shall be treated as promotion) (period of deputation shall not ordinarily exceed 3 years)			3 years
12	Period of probation, if any	Two years			2 years
13	Brief nature of the Job				

36.12 SENIOR LIBRARY & INFORMATION OFFICER

S No	Description	“As Is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post		Senior Library & Information Officer		This post exist in PGIMER only.
2	Number of Posts	No post	1 post	No post	
3	Classification		Group-‘A’		Group-‘A’
4	Pay Band and Grade Pay		PB3,(Rs15600-39100) GP:7600		PB3,(Rs15600-39100) GP:7600
5	Method of Recruitment		By direct recruitment		By Promotion falling which by Direct Recruitment
6	Age limit for Direct Recruits		Upto 40 years		Not Applicable
7	Educational and other qualification required for Direct Recruits		Essential 1. M.Sc/M.A.M.Com. 2. Master of Library Science. 3. Twelve years experience in Supervisory capacity in a Library of repute. Desirable: The candidate should have knowledge of Computerized system.		Not Applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		Not Applicable		Not Applicable
9	In case of Recruitment by Promotion:		.Not Applicable		Not Applicable
9a	Whether by seniority-cum fitness i.e., ‘non selection’,		Not Applicable		Selection(Merit-cum-seniority)

S No	Description	“As Is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
	or by 'Merit-cum-seniority' i.e., 'selection'				
9b	Grades from which promotion is to be made and eligibility		Not Applicable		Grade: Library & Information Officer Eligibility: (i). 5 years' experience in the grade (ii). Must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion Benchmark: The minimum assessment of ACRs – Very Good
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Not Applicable		Not Applicable
10	If a DPC exists, what is its composition		Normally, the Committee is constituted for two years. However, changes are affected in the eventuality of member resigning the Committee/job, retirement, death etc.		Not Applicable
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		Not Applicable		Not Applicable
12	Period of probation, if any		Two years.		
13	Brief nature of the Job				

36.13 CHIEF LIBRARIAN

S No	Description	“As Is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post	Chief Librarian			This post exists in AIIMS only. Principal Library and Information Officer
2	Number of Posts	1 post	No post	No post	
3	Classification	Group-A			Group-A
4	Pay Band and Grade Pay	PB: 4 (Rs. 37400 – 67000) GP: Rs. 8700			PB: 4 (Rs. 37400 – 67000) GP: Rs. 8700
5	Method of Recruitment	By Deputation/ promotion (Composite Method)			By Deputation/ promotion (Composite Method)
6	Age limit for Direct Recruits	Not Applicable			Not Applicable
7	Educational and other qualification required for Direct Recruits	Not Applicable			Not Applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not Applicable			Not Applicable
9	In case of Recruitment by Promotion:	Not Applicable			Not Applicable
9a	Whether by seniority-cum fitness i.e., ‘non selection’, or by ‘Merit-cum-seniority’ i.e., ‘selection’	Merit-cum-Seniority			Selection(Merit-cum-Seniority)

S No	Description	“As Is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
9b	Grades from which promotion is to be made and eligibility	Not Applicable			Grade: Senior Library & Information Officer Eligibility: (i). 5 years' experience in the grade (ii). Must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion Benchmark: The minimum assessment of ACRs – Very Good
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable, However, the promotee should have a Degree in Science plus Degree or equivalent in Library Science			
10	If a DPC exists, what is its composition	i) Director	Chairman		
		ii) Dean	Member		
		iii) Professor Incharge, Library	Member		
		iv) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organization.	Member		
		v) One Representative of Minority Communities, to be nominated by the	Member		

S No	Description	“As Is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
		Director from persons of an appropriate status working at AIIMS or some other organization			
		vi) The Director, National Medical Library or some other expert to be nominated by the Director, AIIMS.	Member		
		vii) Deputy Director (Admn.)	Member		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	<p>Deputation / Promotion Officer under Central/State /UT Governments, or officers of the Central Autonomous/ Statutory Bodies or Research and Development Organization holding analogous posts on regular basis with at least 5/8 years of regular service in the post in the scale of Rs.2200-4000/Rs.2000-3500 respectively, or equivalent and possessing the following qualifications and experience;</p> <p>i) 1)At least a second class Master’s Degree in Science (preferably in Biological Sciences) of a recognized University or equivalent;</p> <p>ii) Degree or equivalent Diploma in Library Science of a recognized Institution/ University and ; and</p> <p>iii) 7 years experience in a supervisory capacity in a library of standing.</p> <p>Desirable:</p> <p>i) Master’s Degree in Library Science;</p> <p>ii) Training in Medical Librarianship;</p>			<p>Source: Officers of the Central / State / Union Territory Governments / Universities / Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development Organizations</p> <p>(a) Holding analogous posts on regular basis or</p> <p>(b) With 5 – 8 years of regular service in the posts in the PB 3, scale of Rs. 15600 – 39100, Grade Pay of Rs. 6600 or higher and</p> <p>(c) Possessing the following qualifications and experience:</p> <p>Essential:</p> <p>(i) Master's Degree in Science (preferably on Biological Sciences); of a recognised University or equivalent;</p> <p>(ii) Degree or equivalent Diploma in Library Science of a recognised Institution or University and</p> <p>Desirable:</p> <p>i) Master's Degree in Library Science;</p> <p>ii) Training in Medical Librarianship;</p>

S No	Description	“As Is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
		iii) Experience of documentation work in a responsible capacity iv) Knowledge of Sanskrit and any modern European language other than English Librarian Gr.I of AIIMS with 8 years of regular service in the grade shall also be considered (if he possesses the qualification mentioned at Sr. No 9(c) above and in case he is select by a(on consideration of a 11 those who have applied) the appointment shall be treated as promotion. (period of deputation shall not ordinarily exceed 3 years)			Period of deputation: Shall not ordinarily exceed 3 years.
12	Period of probation, if any	Two years for promotes only			Nil
13	Brief nature of the Job				

Note:-

During the discussions in the Coordination Committee, it was observed that Ministry of Finance have issued guidelines regarding the grading, nomenclature and scales of pay for staff working in libraries in Central Government Ministries/Department vide O.M No.19(1)IC/86 dated 24th July 1990. These Guidelines have been adopted, as far as possible. The posts existing in three Institutes which are not covered by these Guidelines may have to be rationalized keeping in view the grading of Library, workload and the promotional hierarchy. These guidelines may have to be observed while proposing creation/up-gradation or abolition of any post in the Libraries of three Institutes.