**Implementation of the Model Recruitment Rules in the Library Discipline**

This is to kindly request you to revise our Recruitment Rules as per the Model Recruitment Rules for the various categories of Group 'A' and Group 'B' posts in the Library Discipline issued vide O.M. No. AB-14017/54/2005-Estt (RR) dtd 28.03.13 by the DoPT, Govt. of India (to be adopted by the Ministries/ Departments/ Autonomous/ Statutory bodies). A draft of the recruitment rules prepared in this regard is enclosed herewith for your kind perusal. Notional promotion may be given with respective effect. Also enclosed a copy of the Model Recruitment Rules.

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| **Sl. No.** |  | **Particulars** |
| 1 | Name of the Post | Library and Information Assistant/ Senior Library and Information Assistant |
| 2 | Number of Post | Three |
| 3 | Classification | Group ‘B’ Non-Gazetted, Technical |
| 4 | Scale of Pay | Level 6 ( Pre-revised Pay Band 2; Rs. 9300-34800 Grade Pay Rs. 4200) |
| 5 | Whether selection post or non-selection post | Non-selection |
| 6 | Age limit | Age may be relaxed for promotion |
| 7 | Educational and other qualifications | **Essential**   1. Bachelors Degree Or Master’s Degree in Library Science or Library and Information Science of a recognized University/Institute; 2. Two year’s professional experience in a Library under Central/State Government/Autonomous or Statutory organization/PSU/University or Recognized Research or Educational institution.   **Desirable**  Computer knowledge in Library software |
| 8 | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes | Age may be relaxed |
| 9 | Period of Probation, if any | Two years |
| 10 | Method of recruitment | 100% Promotion |
| 11 | In case of recruitment/deputation/absorption, grades from which promotion/deputation/absorption to be made | **Promotion**  With four years of regular service in the post in the Library Assistant OR |
| 12 | If a departmental Promotion Committee exists, what is its composition | Group ‘B’ DPC |
| 13 | Remarks | -- |

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| **Sl. No.** |  | **Particulars** |
| 1 | Name of the Post | Assistant Library and Information Officer |
| 2 | Number of Post | One |
| 3 | Classification | Group ‘B’ Gazetted, Technical |
| 4 | Scale of Pay | Level 7 (Pre-revised Pay Band 2 Rs. 9300-34800 Grade Pay Rs. 4600) |
| 5 | Whether selection post or non-selection post | Non-selection |
| 6 | Age limit | Not exceeding 35 years |
| 7 | Educational and other qualifications required | **Essential**   1. Master’s Degree in Library Science or Library and Information Science of a recognized University/Institute. 2. Two year’s professional experience in a Library under Central/State Government/Autonomous or Statutory organization/PSU/University or Recognized Research or Educational institution.   **Desirable**  Computer knowledge in Library software |
| 8 | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes | Age: Age may be relaxed in case of promotion  Educational Qualification:Yes |
| 9 | Period of Probation, if any | Two year |
| 10 | Method of recruitment | 100% Promotion |
| 11 | In case of recruitment/deputation/absorption, grades from which promotion/deputation/absorption to be made | **Promotion**  Promotion from the grade of Senior Library & Information Assistant with 3 years experience or from the grade of Library & Information Asst. with 8 years experience  in the grade and successfully completed training of one week in the field of Library and Library & Information Science. |
| 12 | If a departmental Promotion Committee exists, what is its composition | Group ‘B’ Departmental Promotion Committee |
| 13 | Remarks | -- |

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| **Sl. No.** |  | **Particulars** |
| 1 | Name of Post | Library and Information Officer |
| 2 | Number of post | One |
| 3 | Classification | Group ‘A’ Gazetted, Technical |
| 4 | Scale of Pay | Level 11 (Revised 7th CPC) Pre-revised Pay Band 3 Rs.15600-39100 Grade Pay Rs. 6600 |
| 5 | Whether selection post or non-selection post | Non-Selection |
| 6 | Age limit | Not exceeding 40 years |
| 7 | Educational and other qualifications required | **Essential**  PhD in Library & Information Science of a recognized University / Institute  OR  Master's Degree in Library and Information Science of a recognized University / Institute **Desirable:**  Computer knowledge in Library software and web based networking |
| 8 | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Age : Age may be relaxed in case of promotion  Educational Qualification: Yes |
| 9 | Period of probation, if any | Two Years |
| 10 | Method of recruitment | 100% Promotion |
| 11 | In case of recruitment/ deputation/absorption, grades from which promotion/ deputation to be made | **Promotion**  Assistant Library & Information officer Level 7 (Pre-revised Pay Band 2 Grade Pay Rs. 4600) with 7 years' regular service in the grade possessing qualification as in col.8 and successfully completed training of one week in the field of Library and Library Science. |
| 12 | If a Departmental Promotion Committee exists, what is its composition | Group 'A' Departmental Promotion Committee |
| 13 | Remarks | -- |

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| **Sl. No.** |  | **Particulars** |
| 1 | Name of the Post | Senior Library & Information Officer |
| 2 | Number of posts | One |
| 3 | Classification | Group ‘A’ Gazetted, Technical |
| 4 | Scale of Pay | Level 12 (Pre-revised Pay Band 3 Rs.15600-39100 Grade Pay Rs. 7600) |
| 5 | Whether selection post or non-selection post | Non-Selection |
| 6 | Age limit | Not exceeding 45 years |
| 7 | Educational and other qualifications required | **Essential**  PhD in Library & Information Science of a recognized University / Institute  OR  Master's Degree in Library and Information Science of a recognized University / Institute  **Desirable:**  Computer knowledge in Library software and web based networking |
| 8 | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Age: Age may be relaxed in case of promotion  Educational Qualification: Yes |
| 9 | Period of probation, if any | Two years |
| 10 | Method of recruitment | 100% Promotion |
| 11 | In case of recruitment / deputation / absorption, grades from which promotion / deputation to be made | **Promotion**  Library & Information officer Level 11 (Pre-revised Pay Band 3 Grade Pay Rs. 6600) with 5 years' regular service in the grade possessing qualification as in col.7 and successfully completed short-term training of a minimum of one week duration in the field of Library Science. |
| 12 | If a departmental Promotion Committee exists, what is its composition | Group 'A' Departmental Promotion Committee |
| 13 | Remarks | -- |