**Annexure – I**

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|  | **Name of the post** | **Principal Library & Information Officer** |
|  | 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: PayBand-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 | One year for direct recruits. |
|  | **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  OR  5 years’ experience in the grade of Senior Library & Information Officer  (ii). Must have, in the feeder post, undergone two 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 |

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|  | **Name of the post** | **Asst. Library & Information Officer** |
|  | No. of posts | One |
|  | Classification | General Central Service Group B Gazetted, Non-Ministerial |
|  | Scale of Pay | Level 7 (Pre-revised: Pay Band 2 Rs. 9300-34800 Grade Pay Rs.4600) |
|  | Whether selection post or non-selection post | Non-selection |
|  | Age for direct recruitment | Not Applicable |
|  | Education and other qualification required for direct recruits | Not Applicable |
|  | Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees | Not Applicable |
|  | Period of Probation, if any | Two years |
|  | Method of Recruitment | Promotion |
|  | In case recruitment is by  promotion or deputation or  transfer, grade from which  promotion / transfer /  deputation be made | Senior Library & Information Assistant/ Library & Information Assistant in the Level 6 Pay Band  (Pre-revised: PB:2 Rs. 9300-34800 Grade Pay Rs. 4600) with five years' regular service and successfully completed short-training in the field of Library and Information Science.  **Eligibility**  (b) Must have studied computer science as a subject at Bachelor’s level  (c) Must have experience in research projects related to library and information science |
|  | If a DPC exists, what is it's  composition? | Group . 'B' Departmental Promotion Committee (Full composition of the DPC may be given) for  promotion and/ or confirmation. |
|  | Remarks | - |

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|  | **Name of Posts** | **Assistant Editor** |
|  | No. of posts | One |
|  | Classification | Group B, Gazetted |
|  | Scale of Pay | 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 govt. rule. |
|  | Educational and other qualifications required for direct recruits | Essential:   1. A Bachelor degree from a recognized University in regular stream. 2. Post Graduate Degree in Mass Communication/Journalism, where editing is one of the subject in regular stream. 3. 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. 4. Good English Language communication skill   and computer knowledge  Desirable:   1. Knowledge in translation, advertisement, TV/Radio production. |
|  | Whether age and educational qualifications for direct recruits will apply to promotees | Not Applicable |
|  | Period of probation, if any | 2 Years |
|  | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various metho*d*s | Direct recruitment  . |
|  | In case of recruitment by promotion/deputation/transfer grade which promotion / deputation / transfer to be made | Not Applicable |

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| **S.No.** | **Name of the Post** | **Graphic designer-cum- Visualizer** |
|  | No. Of Posts | One |
|  | Classification | Group B, Non-gazatted |
|  | Scale of pay | Level  9300-34800+ GP 4800 |
|  | Whether Selection post or non-selection Post | Not applicable |
|  | Age limit of direct recruits | Not exceeding 35 years.  Relaxable for Govt. Servants’ as per rule |
|  | Educational and other qualifications required for direct recruits | Essential Qualifications   1. Bachelor in Fine Arts / Applied Arts from a recognized institution 2. Expertise in the following design layout software applications: CorelDraw, Adobe Illustrator, Adobe Photoshop, Adobe InDesign 3. Minimum 5-years’ experience in similar posts in government/ autonomous organization   Desirable Qualifications   1. Knowledge of printing techniques and photography and its application to designing. 2. Basics of video editing software, Corel Video Studio & Adobe Audition 3. 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 whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods | 100% direct recruitment |
|  | In case of recruitment by promotion/ deputation/ transfer grade from which promotion/ deputation/ transfer to be made | Not Applicable |

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|  | **Name of Post** | **Programmer** |
|  | Number of Posts | One |
|  | Classification | Group "B" Gazetted, Technical |
|  | Pay Band and Grade Pay or Pay Scale | Level 10 (Pre-revised: Pay Band-3, Rs. 15600- 39100 with Grade Pay of Rs. 5400) |
|  | Whether Selection Post or Nonselection Post | Not Applicable |
|  | Age limit for direct recruits | Not exceeding 35 years |
|  | Educational and other qualifications required for direct recruits | Eligible   1. 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. 2. Minimum 5-years’ experience in similar posts in government/ autonomous organization.   Desirable   1. 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/absorption, grades from which promotion or deputation/absorption to be made | Not Applicable |
|  | If Departmental Promotion Committee exists, what is its composition | Not Applicable |