Submitted to the Director.

Respected Madam,

I joined the Institute on 14th December 2010 as Library and Information Officer under Group "A" Gazetted, Technical Category (Pre-revised pay scale of PB-3, Rs.15600-39100 + 6600 GP and in the revised pay matrix, Level 11) and my payroll upgradation is as per the Modified Assured Career Progression (MACP).

           I completed my Ph.D. in Library and Information Science as a fulltime research scholar with UGC/JRF. Also, in addition to holding charge of the Library and Information Centre, at AIISH, I am involved in teaching an open elective course on Information Management in Speech, Language and Hearing for the First Year M.Sc. Programme  of the University of Mysore, and completed two AIISH-funded research projects as Principal Investigator and one as Co-Investigator. Another funded project is ongoing.

 The Librarians on pre-revised scale of pay of PB-3 with Rs. 15600-39100 + AGP Rs. 6000 (Academic Level 11 ) are considered for Carrier Advancement Promotion (CAP) along with faculty members as per the UGC norms and the residency period from AGP 6000 to AGP 7000 is (Academic Level 11 to 12 ) is five years.

Also, as per the Model Recruitment Rules issued by the DoPT, Govt. of India vide O.M. No. AB-14017/54/2005-Estt (RR) dtd 28.03.13 for various categories of Group 'A' and Group 'B' posts in the Library Discipline, to be adopted by the Ministries/ Departments/ Autonomous/ Statutory bodies, the residency period for promotion to next grade pay from the post of the Library and Information Officer is five years.

Considering the above, it is kindly requested to change my cadre from ‘Group "A" Gazetted, Technical’ to ‘Group "A" Gazetted’ Faculty. Also, the Model Recruitment Rules issued by the DoPT for the Library discipline referred above may be made applicable with notional promotion with retrospective effect. (A draft recruitment rule prepared as per the Model RR of DoPT is enclosed herewith).

Thanking you with regards,

 Yours faithfully,

Dr. Shijith Kumar C.

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| **Name of Post** | Senior Library and Information Officer |
| **Classification** | Group ‘A’ Gazatted |
| **Scale of Pay** | Level 12 , 109100 (PB 3- 15600-39100) |
| Method of Recruitment | Promotion  |
| Grade from which promotion is to be made and eligibility | **Grade**: Library & Information Officer (Level 11, 109100 (PB 3- 15600-39100)**Eligibility**:1. Five years’ experience in the grade
2. Must have, in the feeder post, undergone certificate/diploma course/ short-term training programme at any recognised academy/institute, for upgrading their skills.
3. Benchmark: The minimum assessment of APAR: **6 point**
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| **Name of Post** | Principal Library and Information Officer |
| **Classification** | Group ‘A’ Gazetted |
| **Scale of Pay** | Level 13 , 175500 (PB 4- 37400-67000) |
| Method of Recruitment | Promotion  |
| Grade from which promotion is to be made and eligibility | **Grade**: Senior Library and Information Officer (Level 12, 109100 (PB 3- 15600-39100)**Eligibility**:1. Five years’ experience in the grade
2. Must have, in the feeder post, undergone certificate/diploma course/ short-term training programme at any recognised academy/institute, for upgrading their skills.
3. Benchmark: The minimum assessment of APAR: 6 point
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