

**INDIAN COUNCIL OF MEDICAL RESEARCH
(ICMR)**

LIBRARY STAFF CADRE RULES

New Delhi

2013

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PREFACE

It was felt necessary to review the existing recruitment rules and guidelines to formulate a comprehensive set of rules covering all the aspects of recruitment and selection for Library Staff cadre. Keeping this in view a document entitled Library Staff Cadre Rules-2013 has been finalized.

These rules replace the earlier notified rules notified vide letter No.16/1/99-Admn.II dated 22.3.2000. It is hoped that these rules address the long standing demand of Library Staff Cadre and enable all concerned to remove difficulties faced hitherto in resolving issues relating to recruitment and promotion of Library Staff.

Senior DDG (Admin)

ICMR, NEW DELHI

RECRUITMENT RULES FOR LIBRARY STAFF CADRE IN ICMR

In exercise of powers conferred under the Rules & Regulations and Bye-laws of the ICMR, the Director General ICMR formulates the following Recruitment Rules for Library Staff Cadre Rules in Indian Council of Medical Research (ICMR).

1. Short Title & Commencement

- (1) These Rules shall be called “ICMR Library Staff Cadre Rules 2013”
- (2) They shall come into force on the date of their publication.

2. Definitions

In these rules unless the context otherwise requires:

- a) “Appendix” means the Appendix appended to these rules
- b) “Appointing Authority” means the Sr. Dy. Director General (Admin) in the case of Group B&C posts (PB-1, Rs. 5200-20200 with GP 1900, PB-2, 9300-34800 with Grade pay from 4200 to 4600) of Hqrs. Office and Director or Director-in-Charge of the Institutes/Centres as the case may be, and DG, ICMR in the case of all Group A posts (PB-3 , 15600-39100, with Grade pay from 6600 to 7600).
- c) “Authorized cadre strength” in relation to a cadre, means the strength of duty posts in that cadre against which regular appointment may be made.
- d) "Cadre" means the ICMR Administrative Finance & Accounts Cadre.
- e) “Council” means the Indian Council of Medical Research
- f) “DG, ICMR” means the Director General of Indian Council of Medical Research
- g) “Director” means the Director/Director-in-charge of the Institute/Centre
- h) “Duty post” means any post permanent or temporary included in the Schedule
- i) “Government” means the Department of Health Research in the Government of India
- j) “Institutes / Centres” means the permanent Institutes and Centres of the Council.
- k) “Library Staff Cadre Rules” means the groups of posts mentioned rule 3 of these rules.
- l) “Scheduled Castes and Scheduled Tribes” have the same meaning as assigned to them in clause (24) and (25) respectively of Article 366 of the Constitution of India.
- m) “Schedule” means the schedules appended to these rules

3. Composition of the Cadre

The Composition of the ICMR Library Staff Cadre Rules would be as under: -

Table-1

Administrative Posts

Group	Post /Grade	Residency Period in years for promotion to next grade pay	Pay Scale (5 th CPC) in Rs.	Pay Scale (6 th CPC) under Part –A		
				Pay Band	Pay Scale in Rs.	Grade Pay in Rupees
C	Library Clerk	10	3050-4590	PB-1	5200-20200	1900
C	Library & Information Assistant	5	5500-9000	PB-2	9300-34800	4200
B	Assistant Library & Information Officer	7	6500-10500	PB -2	9300-34800	4600
A	Library & Information Officer	5	10000-15200	PB-3	15600-39100	6600
A	Senior Library & Information Officer	4	12000-16500	PB-3	15600-39100	7600
A	Principal Library & Information Officer	6	14300-18300	PB-4	37400-67000	8700

4. Method of recruitment and eligibility

Recruitment to various grades of the cadre shall be made in accordance with the Schedule.

5. Authorized cadre strength of the Grades

The authorized cadre strength of various grades of the cadre on the date of commencement of the rules shall be as specified in the Schedule.

6. Initial Constitution of the Cadre

(1) All Group A, B&C Library Staff working in the Council on the date of commencement of these rules shall be deemed to have been appointed to the relevant Library posts described in rule 3 based on the option given by them, in the scales of pay corresponding to those which they were holding on regular basis on the date of the initial constitution as shown in the above table. DG, ICMR shall have the authority to modify, alter or make additions or deletions in the table.

(2) To the extent the sanctioned strength of various grades in the cadre is not filled at the time of initial constitution, it shall be filled in accordance with rule 7.

7. Recruitment after initial constitution of the cadre

On completion of the initial constitution of the Cadre by the appointment of existing persons in accordance with Rule 6, all subsequent posts shall be filled in the manner provided in the Schedule.

8. Probation

(1) Every direct recruit and a Promotee from one Pay Band or Grade Pay to another Pay Band or Grade Pay and if it involves change of group after the commencement of these rules shall be on probation for a period of **two** years from the date of appointment

(2) The period of probation may be extended but the total period of extension of the probation period shall not, save where it is necessary by reason of any Departmental or legal proceedings pending against the person, exceed one year.

(3) During the period of probation the members of the Cadre may be required to undergo such training and pass such tests as the DG, ICMR may prescribe.

9. Seniority

(1) Persons appointed to a Pay Band and Grade Pay on initial constitution of the Cadre shall count their seniority from the date of their regular appointment to the earlier scale and shall be senior to those appointed under Rule 7 after constitution of the cadre. Combined inter-se seniority shall be maintained on all India bases for Group "A" posts to effect promotions.

(2) Direct recruitment shall be Zone wise. Persons recommended and appointed under Rule 7 shall rank inter-se in the order of their appointment to the Pay Band and Grade Pay. Further Provided that a person recommended for appointment to a Pay Band or Grade Pay refuses at any time to be appointed to that grade for reasons acceptable to the appointing authority, shall on his appointment to the Pay Band & Grade Pay any time thereafter, be placed immediately after the person who was last appointed to the Pay Band & Grade Pay.

10. Liability of officers to serve in India or / and abroad

All employees appointed or deemed to be appointed shall be liable to serve anywhere in India or / and abroad.

11. Posts not covered under the rules

Group 'C' posts with grade pay less than Rs.1900 shall not form part of these rules.

12. Disqualification

No Person, -

- (a) Who has entered into or contracted a marriage with a person having a spouse living; or
- (b) Who, having a spouse living, has entered into or contracted a marriage with any other person, Shall be eligible for appointment in the Council:

Provided that the Competent Authority may, if satisfied that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and that there are other grounds for doing so, exempt any person from the operation of this rule.

13. Power to relax

Where the DG, ICMR is of the opinion that it is necessary or expedient to do so, he may, by order, for reasons to be recorded in writing relax any of the provisions of these rules in respect of any class or category of person.

14. Saving

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for candidates belonging to the **Scheduled Castes, Scheduled Tribes** and other special categories of persons like **OBC** in accordance with the orders issued by the Central Government from time to time in this regard.

15. Interpretation

Where any doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the DG, ICMR, whose decisions shall be final.

16. Power to remove difficulties

If any difficulty arises in giving effect to the provisions of these rules, the DG, ICMR may make such provisions or issue such instructions with regard to the provisions of these rules, as may appear to be necessary or expedient for removal of the difficulty in implementing these rules.

SCHEDULE

LIBRARY CADRE POSTS

INDIAN COUNCIL OF MEDICAL RESEARCH, NEW DELHI

RECRUITMENT RULES FOR LIBRARY STAFF POSTS

1	Name of the Post	Library Clerk
2	No. of Posts	2 (Year of framing) *(Subject to variation depending on work load)
3	Classification	Group C , Technical
4	Scale of Pay	PB- I Rs. 5200-20200 Grade Pay Rs. 1900
5	Whether Selection-cum-seniority or selection by merit or non-selection	Not Applicable
6	Age limit for Direct Recruits	18-28 years, relaxable upto 40 years (upto 45 years in respect of SC/ST candidates) in case of Govt. servants in accordance with the instructions or orders issued by the Central Govt. Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Anadaman & Nicobar Islands of Lakshadweep).
7	Educational and other qualifications required for direct recruits	Essential: I) Matriculation or equivalent from a recognized institution II) Certificate in Library Science from a recognized institution
8	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of Promotees	Not applicable
9	Period of Probation, if any	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption. Percentage of vacancies to be filled by various methods.	100 % Direct Recruitment from amongst the candidates sponsored by the Employment Exchange and through open advertisement
11	In case of recruitment by promotion or deputation transfer grades from which promotion/deputation/transfer to be made	Not applicable

12	If a Selection /D.P.C. exists what is its composition	Appointing Authority Member I Member II Member III	Director / Director-in-Charge of institutes / Centres and Sr.DDG(A) or their nominee- Chairman Asst Director equivalent from Central Govt. offices/orgn or Academic Institute Sr. AO equivalent from other ICMR institute/centre Representative from SC/ST category
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Hqrs. Office, New Delhi - 1 Post
NIN, Hyderabad - 1 Post

INDIAN COUNCIL OF MEDICAL RESEARCH, NEW DELHI

RECRUITMENT RULES FOR LIBRARY STAFF POSTS

1	Name of the Post	Library & Information Assistant (LIA)
2	No. of Posts	12* (Year of framing) *(Subject to variation depending on work load)
3	Classification	Group C , Technical
4	Scale of Pay	Rs5500-9000 (5 th CPC) PB-1, Rs.9300-34800+ GP 4200 (6 th CPC Part-A)
5	Whether Selection-cum-seniority or selection by merit or non-selection	Selection by merit for DR
6	Age limit for Direct Recruits	<p>30 years (Relaxable for Government servant up to 5 years in accordance with the instructions or orders issued by the Central Government).</p> <p>Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Anadaman & Nicobar Islands of Lakshadweep).</p> <p>(Not applicable — in case direct recruitment is not a method of recruitments)</p>
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Bachelors Degree in Library Science or Library and Information Science of a recognized University/ Institute</p> <p>(ii) Two years' professional experience in a Library under Central Government / Autonomous or Statutory organization/ PSU/ University or Recognized Research or Educational Institution.</p> <p>Desirable: Diploma in Computer Application from a recognized University or Institute.</p> <p>Note 1: Qualifications are relaxable at the discretion of the DG, ICMR in the case of candidates otherwise well qualified for reasons to be recorded.</p> <p>Note 2: The qualification(s) regarding experience is / are relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes and Scheduled Tribes if, any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>

8	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of Promotee	Age-No but Qualification prescribed in Column 7 is applicable
19	Period of Probation, if any	Two years for DR
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption. Percentage of vacancies to be filled by various methods.	<p>50% by Promotion, 25% by DR and 25% by LDCE from existing Group "C" staff</p> <p>In case it is suggested to take officer from non-Government bodies e.g. Universities, recognized Research Institutions, Public Undertakings, Autonomous bodies etc.</p> <p>In case direct recruitment is the only method of recruitment, the following note may be inserted.</p> <p>Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more may be filled on deputation basis from officers of the Central Government holding analogous posts on regular basis and possessing the qualifications prescribed for direct recruits under column 7.</p>
11	In case of recruitment by promotion or deputation or absorption grades from which promotion or absorption to be made	<p>Promotion / Deputation (including Short Term Contract): Officers from Central Government/State Government/Union territories/PSU/autonomous Orgn.</p> <p>(a) (i) Holding analogous posts on a regular basis; or (ii) With six years of regular service in the post in the Pay Band I of Rs. 5200-20200 Grade Pay Rs. 2800 or equivalent. (b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.</p> <p>Departmental Library Clerk(s) in Pay Band- I Rs. 5200-20200 Grade Pay Rs. 1900 with 10 years of regular service in the grade and possessing Bachelors Degree in Library Science or Library and Information Science of a recognized University/ Institute shall also be considered along with outsiders. In case he/ she is selected, the post shall be treated as having been filled by promotion. Otherwise, it will be treated as having been filled by Deputation (including Short Term Contract).</p> <p>Note: 1. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Government shall ordinarily not exceed three years. 2. The maximum age limit for appointment by deputation (including Short Term Contract) / absorption shall be 'Not exceeding 56 years' as on the closing date</p>

12	If a Selection /D.P.C. exists what is its composition	Appointing Authority Member I Member II Member III	Director / Director-in-Charge of institutes / Centres and Sr.DDG(A) or their nominee- Chairman Asst Director equivalent from Central Govt. offices/Orgn or Academic Institute Sr. AO equivalent from other ICMR institute/centre Representative from SC/ST category
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Hqrs.Office, New Delhi	-	1 Post
NIRRH, Mumbai	-	2 Posts
NICED, Kolkata	-	2 Posts
NIN, Hyderabad	-	1 Post
NIMR, Delhi	-	1 Post
NIOH, Ahmedabad	-	1 Post
NIP, New Delhi	-	1 Post
NJIL&OMD, Agra	-	1 Post
RMRC, Port Blair	-	1 Post
NARI, Pune	-	1 Post

INDIAN COUNCIL OF MEDICAL RESEARCH
RECRUITMENT RULES FOR LIBRARY STAFF CADRE POSTS

1	Name of the Post	Assistant Library & Information Officer (ALIO)
2	No. of Posts	9* Framing Year * (Subject to variation depending on work load)
3	Classification	Group B , Technical
4	Scale of Pay	Rs. 6500-10500 (5 th CPC) ,PB-3, Rs.9300-34800+, GP 4600 (6 th CPC)
5	Whether Selection-cum-seniority or selection by merit or non-selection	Selection
6	Age limit for Direct Recruits	Not exceeding 30 years
7	Educational and other qualifications required for direct recruits	<p>(i) Bachelors Degree in Library Science or Library and Information Science of a recognized University / Institute;</p> <p>(ii) Two years' professional experience in a Library under Central /State Government / Autonomous or Statutory organization/ PSU/ University or Recognized Research or Educational Institution</p> <p>Desirable</p> <p>(i) Master's Degree in Library Science or Library and Information Science of a recognized University/ Institute.</p> <p>(ii) Diploma in Computer Applications from a recognized University or Institute.</p> <p>Note:</p> <p>1. Qualifications are relaxable at the discretion of the Union Public Service Commission in the case of candidates otherwise well qualified for reasons to be recorded.</p> <p>2. The qualification(s) regarding experience is / are relaxable at the discretion of the DG, ICMR in the case of candidates belonging to Scheduled Castes and Scheduled Tribes if, any stage of selection, the DG, ICMR is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>
8	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of Promotee.	Age-No, Qualifications as prescribed under Column 7
9	Period of Probation, if any	One year for Direct Recruit
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption. Percentage of vacancies to be filled by various methods.	100% by promotion with five years regular service as LIA in PB-2 with GP Rs. 4200 and successfully completed training of 4 weeks viz. digitization of library, ISDN classification failing which by Deputation.
11	In case of recruitment by promotion or deputation or absorption grades from which promotion or absorption to be made	Not applicable

12	If a Selection/D.P.C. exists what is its composition	Appointing Authority Member I Member II institute/centre Member III	Director / Director-in-Charge of institutes / Centres and Sr.DDG(A) or their nominee- Chairman Asst Director equivalent from Central Govt. offices/orgn or Academic Institute Sr. AO equivalent from other ICMR Representative from SC/ST category
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ICPO, Noida	-	1 Post
NIIH, Mumbai	-	1 Post
NIMR, Delhi	-	1 Post
NIV, Pune	-	1 Post
NIE, Chennai	-	1 Post
NIN, Hyderabad	-	1 Post
RMRC, Dibrugarh	-	1 Post
RMRIMS, Patna	-	1 Post
RMRCT, Jabalpur	-	1 Post

INDIAN COUNCIL OF MEDICAL RESEARCH, NEW DELHI

RECRUITMENT RULES FOR LIBRARY STAFF CADRE POSTS

1	Name of the Post	Library & Information Officer (LIO)
2	No. of Posts	4* Framing Year * (Subject to variation depending on work load)
3	Classification	Group A , Technical
4	Scale of Pay	Rs. 10000-325-15200 (5 th CPC), PB-3 , Rs. 15600-39100+ GP 6600 (6 th CPC)
5	Whether Selection-cum-seniority or selection by merit or non-selection	Selection
6	Age limit for Direct Recruits	Not exceeding 40 years
7	Educational and other qualifications required for direct recruits	<p>(i) Master's Degree in Library Science or Library and Information Science of a recognized University / Institute;</p> <p>(ii) Five years' professional experience in a Library under Central/State Government / Autonomous or Statutory organization/PSU/ University or Recognized Research or Educational Institution</p> <p>Desirable</p> <p>(i) One year experience of computing Library activities in a Library under Central/State Government/Autonomous or Statutory organization/University or recognized Research or educational Institution.</p> <p>(ii) One year Professional experience in specific areas of activities of the Scientific organizations viz. Generation of Information document, Digitization of Library, ISDN etc</p> <p>(iii) Diploma in Computer Application from a recognized University or Institute.</p> <p>Note:</p> <p>1. Qualifications are relaxable at the discretion of the Union Public Service Commission in the case of candidates otherwise well qualified for reasons to be recorded.</p> <p>2. The qualification(s) regarding experience is / are relaxable at the discretion of the Dg, ICMR in the case of candidates belonging to Scheduled Castes and Scheduled Tribes if, any stage of selection, the DG, ICMR is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>

8	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of Promotee	Age-No, Educational Qualifications as prescribed
9	Period of Probation, if any	Two Years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption. Percentage of vacancies to be filled by various methods.	100% by Promotion of Assistant Library & Information officer PB-2 Grade Pay Rs. 4600 with 7 years regular service in the grade possessing qualification prescribed under column 7 and successfully completing training of 4 weeks viz digitization of Library, ISDN classification failing which by Deputation
11	In case of recruitment by promotion or deputation or absorption grades from which promotion or absorption to be made	<p>Officers under the Central State Government or Union Territories-</p> <p>(a) (i) Holding analogous posts on a regular basis; or (ii) With seven years' regular service in posts in the Pay Band-2 Grade Pay Rs. 4600 or equivalent; and</p> <p>(b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.</p> <p>Note:</p> <p>1. The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>2. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Government shall ordinarily not exceed three years,</p> <p>3. The maximum age limit for appointment by deputation (including short term contract) / absorption shall be 'Not exceeding 56 years' as on the closing date of receipt of applications</p>
12	If a Selection/D.P.C. exists what is its composition	<p>Appointing Authority Director / Director-in-Charge of institutes / Centres and Sr.DDG(A) or their nominee-Chairman</p> <p>Member I Asst Director equivalent from Central Govt. offices/orgn or Academic Institute</p> <p>Member II Sr. AO equivalent from other ICMR institute/centre</p> <p>Member III Representative from SC/ST category</p>

Hqrs. Office, New Delhi - 1 Post
NIRRH, Mumbai - 1 Post

NIMS, New Delhi - 1 Post
 RMRC, Bhubneshwar - 1 Post

INDIAN COUNCIL OF MEDICAL RESEARCH
 RECRUITMENT RULES FOR LIBRARY STAFF CADRE POSTS

	Name of the Post	Senior Library & Information Officer (SLIO)
2	No. of Posts	2* Framing Year *(2009) (Subject to variation depending on work load)
3	Classification	Group A, Technical
4	Scale of Pay	Rs. 12000-375-16500 (5 th CPC) PB-3 15600-39100 GP 7600 (6 th CPC Part-A)
5	Whether Selection-cum-seniority or selection by merit or non-selection	Selection
6	Age limit for Direct Recruits	Not exceeding 45 years

7	Educational and other qualifications required for direct recruits	<p>Essential</p> <p>(i) Master's Degree in Library Science or Library and Information Science of a recognized University / Institute;</p> <p>(ii) Ten years' professional experience in a Library under Central/State Government / Autonomous or Statutory organization/ PSU/ University or Recognized Research or Educational Institution.</p> <p>Desirable</p> <p>(i) One year Professional experience in a library under Central/State Governments/Autonomous Orgn./PSU/University or recognized research Orgn.</p> <p>(ii) One year Professional experience in the specific areas of activities of Department viz. technical or scientific, if any, such as digitization of library, ISDN classification, preparation of documents in medical research areas.</p> <p>(iii) Diploma in Computer Application from recognized University or Institutes.</p> <p>Note:</p> <p>1. Qualifications are relaxable at the discretion of the Union Public Service Commission in the case of candidates otherwise well qualified for reasons to be recorded.</p> <p>2. The qualification(s) regarding experience is / are relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to Scheduled Castes and Scheduled Tribes if, any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>
8	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of Promotee	Age-No, qualifications as proposed in Col.7
9	Period of Probation, if any	One Year
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption. Percentage of vacancies to be filled by various methods.	100% by Promotion from Library & Information Officer in PB-3 and GP Rs. 6600 as in Col. 7, with 5 years of service and successfully completing training of 4 weeks viz. in digitization, ISDN classification and preparing of documents in medical research areas, failing which by deputation

11	In case of recruitment by promotion or deputation or absorption grades from which promotion or absorption to be made	<p>Officers under the Central State Government or Union Territories-</p> <p>(a) (i) Holding analogous posts on a regular basis; or (ii) With five years' regular service in posts in the PB-3 Grade Pay Rs. 6600 or equivalent; and</p> <p>(b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.</p> <p>Note:</p> <p>1. The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>2. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Government shall ordinarily not exceed three years,</p> <p>3. The maximum age limit for appointment by deputation (including short term contract) / absorption shall be 'Not exceeding 56 years' as on the closing date of receipt of applications</p>								
12	If a Selection/D.P.C. exists what is its composition	<table border="0"> <tr> <td data-bbox="738 955 998 1029">Appointing Authority Centres</td> <td data-bbox="998 955 1531 1029">Director / Director-in-Charge of institutes / and Sr.DDG(A) or their nominee- Chairman</td> </tr> <tr> <td data-bbox="738 1029 998 1186">Member I</td> <td data-bbox="998 1029 1531 1186">Director equivalent from Central Govt. offices/Orgn or Academic Institute</td> </tr> <tr> <td data-bbox="738 1186 998 1281">Member II institute/centre</td> <td data-bbox="998 1186 1531 1281">Director equivalent from other ICMR</td> </tr> <tr> <td data-bbox="738 1281 998 1392">Member III</td> <td data-bbox="998 1281 1531 1392">Representative from SC/ST category</td> </tr> </table>	Appointing Authority Centres	Director / Director-in-Charge of institutes / and Sr.DDG(A) or their nominee- Chairman	Member I	Director equivalent from Central Govt. offices/Orgn or Academic Institute	Member II institute/centre	Director equivalent from other ICMR	Member III	Representative from SC/ST category
Appointing Authority Centres	Director / Director-in-Charge of institutes / and Sr.DDG(A) or their nominee- Chairman									
Member I	Director equivalent from Central Govt. offices/Orgn or Academic Institute									
Member II institute/centre	Director equivalent from other ICMR									
Member III	Representative from SC/ST category									

VCRC, Pucherry - 1 Post
 NNIRT, Chennai - 1 Post

INDIAN COUNCIL OF MEDICAL RESEARCH
 RECRUITMENT RULES FOR LIBRARY STAFF CADRE POSTS

	Name of the Post	Principal Library & Information Officer (PLIO)
2	No. of Posts	1 * Framing Year *(Subject to variation depending on work load)
3	Classification	Group A, Technical

4	Scale of Pay	14300-18,300 (5 th CPC) PB-GP Rs.37,400-67,000+GP. Rs.8,700 (6 th CPC Part-A)
5	Whether Selection-cum-seniority or selection by merit or non-selection	Selection
6	Age limit for Direct Recruits	Not exceeding 50 years
7	Educational and other qualifications required for direct recruits	<p>Essential</p> <p>(i) Master's Degree in Library Science or Library and Information Science of a recognized University / Institute;</p> <p>(ii) Master's Degree other than library Science i.e M.A/M.Com/M.Sc</p> <p>(iii) Twelve years' professional experience in a Library under Central/State Government / Autonomous or Statutory organization/ PSU/ University or Recognized Research or Educational Institution.</p> <p>Desirable</p> <p>(i) One year Professional experience in a library under Central/State Governments/Autonomous Orgn./PSU/University or recognized research Orgn.</p> <p>.</p> <p>(ii) One year Professional experience in the specific areas of activities of Department viz. technical or scientific, if any, such as digitization of library, ISDN classification, preparation of documents in medical research areas.</p> <p>(iii) Diploma in Computer Application from recognized University or Institutes.</p> <p>Note:</p> <p>1. Qualifications are relaxable at the discretion of the Union Public Service Commission in the case of candidates otherwise well qualified for reasons to be recorded.</p> <p>2. The qualification(s) regarding experience is / are relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to Scheduled Castes and Scheduled Tribes if, any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>
8	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of Promotee	Age-No, qualifications as proposed in Col.7
9	Period of Probation, if any	One Year
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption. Percentage of vacancies to be filled by various methods.	100% by Promotion from Sr. Library & Information Officer in PB-3 15600-39100 and GP Rs. 7600 as in Col. 7 with 5 years of service and successfully completing training of 4 weeks viz. in digitization, ISDN classification and preparing of documents in medical research areas failing which by deputation

11	In case of recruitment by promotion or deputation or absorption grades from which promotion or absorption to be made	<p>Officers under the Central State Government or Union Territories-</p> <p>(b) (i) Holding analogous posts on a regular basis; or (ii) With five years' regular service in posts in the PB-3 Grade Pay of Rs. 7600 or 10 years regular service in posts in GP 6600 or equivalent; and</p> <p>(b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.</p> <p>Note:</p> <p>1. The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>2 The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Government shall ordinarily not ed three years,</p> <p>3. The maximum age limit for appointment by deputation (including short term contract) / absorption shall be 'Not exceeding 56 years' as on the closing date of receipt of applications</p>								
12	If a Selection/D.P.C. exists what is its composition	<table border="0"> <tr> <td data-bbox="740 951 997 1014">Appointing Authority Centres</td> <td data-bbox="997 951 1531 1014">Director / Director-in-Charge of institutes / and Sr.DDG(A) or their nominee- Chairman</td> </tr> <tr> <td data-bbox="740 1041 854 1073">Member I</td> <td data-bbox="997 1041 1531 1142">Director equivalent from Central Govt. offices/Orgn or Academic Institute</td> </tr> <tr> <td data-bbox="740 1178 919 1241">Member II institute/centre</td> <td data-bbox="997 1178 1531 1209">Director equivalent from other ICMR</td> </tr> <tr> <td data-bbox="740 1268 867 1299">Member III</td> <td data-bbox="997 1268 1531 1299">Representative from SC/ST category</td> </tr> </table>	Appointing Authority Centres	Director / Director-in-Charge of institutes / and Sr.DDG(A) or their nominee- Chairman	Member I	Director equivalent from Central Govt. offices/Orgn or Academic Institute	Member II institute/centre	Director equivalent from other ICMR	Member III	Representative from SC/ST category
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NIV, Pune - 1 Post

Duties & responsibilities:

- | | | |
|---------------------------------|---|--|
| Library Clerk | - | Data entry work
Typing work
Xeroxing work
Preparation of cases for payment of bills |
| Library & Information Assistant | - | ISDN clarification books
Cataloging
Issue and circulation of books and journals
Searching of data base |
| ALIO, LIO, Sr. LIO & PLIO | - | Management of Library
Procurement of journals and books
Preparation of specialized documents
Management of Lower staff
Budget of Library |