

ANNEXURE – I

APPOINTMENT RULES FOR: ASSISTANT LIBRARY AND INFORMATION OFFICER

IN MINISTRY: MINISTRY OF COMMERCE AND INDUSTRY
DEPARTMENT OF INDUSTRIAL POLICY AND PROMOTION

PATENT OFFICE UNDER CONTROL OF DEPARTMENT OF INDUSTRIAL POLICY AND PROMOTION

Name of the post	Number of post	Classification	Pay Band and Grade Pay	Whether selection or Non – selection post	Age limit for direct recruits
1	2	3	4	5	6
Assistant Library and Information Officer	*02 (2016) * Subject to variation dependent of workload	General Central Service Group 'B' Gazetted Non – Ministerial	Pay Band – 2 (Rs. 9,300 – 34,800) + Grade Pay of Rs. 4,600/-	Selection	Not applicable

Educational and other qualifications required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes	Period of probation if any	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of vacancy to be filled by various methods
7	8	9	10
Not applicable	Not applicable	Not applicable	By promotion failing which by deputation.

In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made.	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
11	12	13
<p>PROMOTION: Library and Information Assistant in the Pay Band PB-2 (Rs. 9,300 – 34,800) + Grade Pay Rs. 4,200 with five years' regular service in the grade and successfully completed training of two weeks in the field of Library and Library Science.</p> <p>DEPUTATION : Officers under the Central or State Government or Union Territories :</p> <p>(a) (i) Holding analogous posts on a regular basis; or (ii) With five years regular service in the grade of Library and Information Assistant in Pay Band -2 (Rs. 9,300 – 34,800) + Grade Pay Rs. 4,200 or equivalent.</p> <p>(b) Possessing following educational qualifications and experience:</p> <p><u>Essential:</u></p> <p>(i) Bachelors Degree in Library Science or Library and Information Science of a recognized University/ Institute; (ii) Two years' professional experience in a Library under Central /State Government / Autonomous or Statutory organisation/ PSU / University or Recognized Research or Educational institution.</p> <p><u>Desirable:</u></p> <p>(i) Master's Degree in Library Science or Library and Information Science of a recognised University or Institute. (ii) Diploma in Computer Applications from a recognised University or Institute</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 organisation/ 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>	<p>Group 'B' Departmental Promotion Committee for Promotion:</p> <p>01. Controller General of Patents, Designs and Trade Marks – Chairman 02. Senior Joint Controller / Joint Controller / Deputy Controller of Patents and Designs – Member 03. Deputy Registrar / Assistant Registrar / Senior Examiner of Trade Marks & Geographical Indications – Member</p>	<p>Consultation with Union Public Service Commission not necessary.</p>