

MODEL RECRUITMENT RULES FOR THE POST OF LIBRARY & INFORMATION OFFICER

1	Name of the Post	Library & Information Officer
2	Number of the Post	One (2015)* Subject to variation dependent on workload
3	Classification	General Central Services Group -A, Gazetted (Non-Ministerial)
4	Pay Band and Grade Pay and Pay Scale	Pay Band - 3 and corresponding Pay Scale of Rs.15600-39100/- with Grade Pay of Rs. 6600/-.
5	Whether selection post or Non-selection post	Not applicable
6	Age limit for direct recruits	<p>Not exceeding 40 years</p> <p>(Relaxable for Government servants 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 application from the candidates in India (and not for those in Assam, Manipur, Nagaland, Arunachal Pradesh, Sikkim, Ladakh division of Jammu & Kashmir, Lahaul and Spiti division and Pangi sub division of Chamba district of Himachal Pradesh, Andaman and Nicobar Island and Lakshddweep)</p>
7	Educational and other qualifications required for direct recruits	<p><u>Essential</u></p> <p>(i) Master's Degree in Library Science or Library and Information Science of recognized University/Institute;</p> <p>(ii) Five years' professional experience in Management of Libraries and office procedure, Data processing and Communication skills and Information Service in a Library under Central/ State Government /Autonomous or Statutory organization/ PSU/ University or Recognized Research or Educational Institution.</p> <p><u>Desirable:</u></p> <p>(i) Diploma in Computer Application from a recognized University or Institute.</p> <p><u>NOTE 1:</u> Qualifications are relaxable for reasons to be recorded at the discretion of the Union Public Service Commission in the case of candidates otherwise well qualified.</p> <p><u>NOTE 2:</u> 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 direct recruits will apply in the case of promotees	Not applicable

9	Period of probation, if any	One year for direct recruits
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Deputation (including short term contract) / absorption failing which by direct recruitment.
11	In case of recruitment / deputation/absorption, grades from which promotion / deputation/ absorption to be made	<p><u>Deputation/Including Short Term Contract Absorption</u></p> <p>Officers under the Central Government / State Government / Union Territories –</p> <p>(a) (i) Holding analogous posts on a regular basis: (ii) With 7 years' regular service in posts in the Pay Band-2 with corresponding Pay Scale of Rs.9300-34800/- with Grade Pay of 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> <ol style="list-style-type: none"> 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. 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 exceeding four years. 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. The provision for absorption will be applicable in the case of Central / State Government and Union Territory Government officials only.
12	If a departmental Promotion Committee exists, what is its composition	<p>Group-A Departmental Promotion Committee (for promotion / confirmation for direct recruits / promotees may be indicated separately)</p> <ol style="list-style-type: none"> Chairman or a Member of Union Public Service Commission - Member. Joint Secretary (Administration), Ministry of Water Resources - Member. Member, Central Ground Water Board - Member
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Consultation with the Union Public Service Commission is necessary on each occasion.

(I. S. Karakoti)
Senior Administrative Officer