

7. Age limit for direct recruits. 18 to 25 years, relaxable upto 40 years (upto 45 years in respect of SC/ST candidates) in case of Government 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.
8. Educational & other qualifications required for direct recruits. **Essential:**
 (I) Matriculation or equivalent from a recognised institution.
 (II) Certificate in Library Science from a recognised institution.
9. Whether age & educational qualifications prescribed for direct recruitments will apply in the case of promotees. Not applicable.
10. Period of probation, if any Two years.
11. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods. Direct recruitment.
Note :—Vacancies caused by the incumbent being away on transfer on deputation or long leave or study leave or under other circumstances for a duration of one year or more may be filled on transfer on deputation from the officials of the Central Government holding analogous posts on regular basis and possessing the qualifications prescribed for direct recruits under column 8.
12. In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made. Not applicable.
13. If a Departmental Promotion Committee exists, what is its composition ? Group C Departmental Promotion Committee for considering confirmation (detailed composition of the DPC may be given).
14. Circumstances in which the Union Public Service Commission is to be consulted in making recruitment. Not applicable.

MODEL RECRUITMENT RULES FOR THE POST OF LIBRARY AND INFORMATION ASSTT. IN THE SCALE OF Rs. 1400-40-1600-50-2300-EB-60-2600 IN THE MINISTRIES/DEPARTMENTS/U.Ts.

1. Name of post LIBRARY & INFORMATION ASSISTANT.
2. No. of posts *(Year of framing)
 *Subject to variation dependent on workload.
3. Classification General Central Service (Group C) Non-Gazetted, Non-Ministerial.
4. Scale of Pay Rs. 1400-40-1600-50-2300-EB-60-2600.
5. Whether selection post or non-selection post Non Selection
6. Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules 1972. Not applicable.

7. Age limit for direct recruits.

Not applicable—in case promotion is the only method of recruitment. If direct recruitment is a method of recruitment the following may be inserted.

“Not exceeding 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 1—The crucial date for determining the age limit shall be as advertised by Staff Selection Commission (in case the direct recruitment is not done through SSC the following note may be inserted).

Note 2—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, Mijoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands of Lakshadweep).

8. Educational & Other qualifications required for direct recruits.

Not Applicable—In case direct recruitment is not a method of recruitment. In case direct recruitment is method of recruitment, the following provision may be kept :—

Essential

- (1) Degree of a recognised university or equivalent;
- (2) A Degree in Library Science from a recognised university or equivalent;

Note:—Qualifications are relaxable at the discretion of the SSC/competent authority in case of candidates otherwise well qualified.

9. Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotees.

Not Applicable.

10. Period of probation, if any

2 years for direct recruits: Nil for promotees.

11. Method of recruitment whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.

Any one of the following methods of recruitment:—

- (1) Promotion, failing which by transfer on deputation;
- (2) ————percentage by promotion, failing which by transfer on deputation, and ————percentage by direct recruitment;
- (3) Direct recruitment.

(In case direct recruitment is the only method of recruitment, the following note may be inserted).

Note:—Vacancies caused by the incumbent being away on transfer on deputation or long leave or study

leave or under other circumstances for a duration of one year or more may be filled on transfer on deputation from the officials of the Central Govt. holding analogous posts on regular basis and possessing the qualifications prescribed for direct recruits under column 8.

Note: The percentage for promotion or direct recruitment may be fixed taking into account the number of sanctioned posts in the feeder grade. For example if there are 5 posts in the feeder grade and 10 posts in the higher grade, only 50% quota may be prescribed for promotion, and 50% may be earmarked for direct recruitment.

Promotion

Library Clerk with 13 years regular service in the grade.

Transfer on deputation.

Officials of the Central Govt:

- (a) (i) Holding analogous posts on regular basis; or
- (ii) With 5 years regular service in posts in the scale of Rs. 1200—2040; or
- (iii) With 13 years regular service in posts in the scale of Rs. 950—1500 or equivalent; and

- (b) Possessing the qualifications and experience prescribed for direct recruits under column 8.

(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 Govt. shall ordinarily not exceed 3 years).

Group C Departmental Promotion Committee for considering confirmation of direct recruits (full composition of the DPC may be given).

Not applicable.

12. In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.

13. If a Departmental Promotion Committee exists what is its composition ?

14. Circumstances in which the UPSC is to be consulted in making recruitment.

MODEL RECRUITMENT RULES FOR THE POST OF SENIOR LIBRARY & INFORMATION ASSISTANT

- 1. Name of Post
- 2. No. of Post
- 3. Classification
- 4. Scale of Pay

Senior Library & Information Assistant.

*(Year of framing)
*subject to variation dependent on workload.

General Central Service Group 'B' Non Gazetted, Non-Ministerial.

Rs. 1640-60-2600-EB-75-2900.

5. Whether selection post or non-selection post Not applicable—In case promotion is not a method of recruitment or composite method of recruitment is there
 “Not exceeding 30 years”.
 “Selection” if promotion is one of the methods of recruitment.
6. Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972. Not applicable.
7. Age limit for direct recruits Not Applicable—In case direct recruitment is not a method of recruitment. Otherwise the following may be inserted :—
 (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government).
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, Andaman & Nicobar Islands of Lakshadweep).
8. Educational and other Qualifications required for direct recruits.
 (i) Degree of a recognised University or equivalent.
 (ii) Bachelor's Degree or equivalent diploma in Library Science of a recognised University/Institute or equivalent.
 (iii) Professional experience in a Library of standing.
 Or
 Certificate in Computer Applications from a recognised Institute.
9. Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.
 Age: No
 Educational Qualification: Yes
10. Period of probation, if any. Two years.
11. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods. Any one of the following methods of recruitment :—
 (1) Promotion, failing which by transfer on deputation.
 (2) Promotion/transfer on deputation.
 (3) ————percentage by promotion, failing which by transfer on deputation, and ————percentage by direct recruitment.
 (4) Direct recruitment (% for promotion or direct recruitment may be fixed taking into account the number of sanctioned posts/regular officers in the feeder grade):

In case direct recruitment is the only method of recruitment, the following note may be inserted:—

Note: Vacancies caused by the incumbent being away on transfer on deputation or long illness or

12. In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.

study leave or under other circumstances for a duration of one year or more may be filled on transfer 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 8.

Promotion

Library & Information Assistant (Rs. 1400—2600) with five years' regular service in the grade.

Transfer on deputation

Officers under the Central Government:—

(a) (i) Holding analogous posts on a regular basis:
Or

(ii) With five years' regular service in posts in the scale of Rs. 1400—2300/2600 or equivalent; and

(b) Possessing the educational qualifications and experience prescribed for direct recruits under column 8.

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, deputationists 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 organisation/department of the Central Government shall ordinarily not exceed three years).

The maximum age limit for appointment by transfer on deputation (including short term contract)/transfer shall be 'Not Exceeding 56 years' as on the closing date of receipt of applications.

Group 'B' DPC/Selection Committee.

13. If a Departmental Promotion Committee exists, what is its composition?

Consultation with Commission necessary while making direct recruitment.

14. Circumstances in which Union Public Service Commission is to be consulted in making recruitment.

MODEL RECRUITMENT RULES FOR THE POST OF ASSISTANT LIBRARY & INFORMATION OFFICER

- 1. Name of Post Assistant Library & Information Officer.
- 2. Number of Posts *(Year of framing)
*Subject to variation dependent on workload.
- 3. Classification General Central Service, Group 'B' Gazetted, Non-Ministerial.
- 4. Scale of Pay Rs. 2000-60-2300-EB-75-3200-100-3500.

5. Whether selection post or non-selection post
Not Applicable—In case promotion is not a method of recruitment or composite method of recruitment is there.
“Selection” if promotion is one of the methods of recruitment.
6. Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972.
Not Applicable.
7. Age limit for direct recruits.
Not Applicable—In case direct recruitment is not a method of recruitment. Otherwise the following may be inserted :—
“Not exceeding 30 years”.
(Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government).
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, Sikkim, Ladakh Division of J&K State, Lahul & Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands of Lakshadweep).
8. Educational and others qualifications required for direct recruits.
Essential
(i) Degree of a recognised University or equivalent:
(ii) Bachelor’s Degree or equivalent Diploma in Library Science of a recognised University/Institute or equivalent:
(iii) Two years’ professional experience in a Library of Standing.
Or
Diploma in Computer Applications from a recognised University or Institute or equivalent.
Note 1:—Qualifications are relaxable at the discretion of the Union Public Service Commission in the case of candidates otherwise well qualified.
Note 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, at 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.
9. Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.
Desirable
Master’s Degree in Library Science of a recognised University or equivalent.
Age: No
Educational Qualification: Yes
10. Period of probation, if any
Two years
11. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods
Any one of the following methods of recruitment:—
(1) Promotion, failing which by transfer on deputation.
(2) Promotion/transfer on deputation.
(3) ————percentage by promotion, failing which by transfer on deputation, and ————percent by direct recruitment.

- (4) Direct recruitment (% for promotion or direct recruitment may be fixed taking into account the number of sanctioned posts/regular officers in the feeder grade).

In case direct recruitment is the only method of recruitment, the following note may be inserted:—

Note : Vacancies caused by the incumbent being away on transfer on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on transfer 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 8.

Promotion

Senior Library and Information Assistant with three years' regular service in the grade. (In case there is no post of Senior Library & Information Assistant, 8 years' regular service in the grade of Library Information Assistant may be prescribed).

Transfer on deputation

Officers under the Central Government:—

- (a) (i) Holding analogous posts on regular basis

Or

- (ii) With 3/8 years' regular service in posts in the scale of Rs. 1640-2900/ Rs. 1400-2300/ 2600 or equivalent; and

- (b) Possessing the educational qualifications and experience prescribed for direct recruits under column 8.

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, deputationists 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 organisation/department of the Central Government shall ordinarily not exceed three years).

The maximum age limit for appointment by transfer on deputation (including short term contract/transfer shall be 'Not Exceeding 56 years' as on the closing date of receipt of applications).

Group 'B' Departmental Promotion Committee (Full composition of the DPC may be given). In case direct recruitment is there as one of the methods of recruitment, the following note may be inserted:—

“**Note:—**The proceedings of the DPC relating to confirmation of a direct recruit shall be sent to the Commission for approval. If, however, these are not approved by the Commission a fresh meeting of the DPC to be presided over by the Chairman or a Member of the UPSC shall be held.”

Consultation with the Union Public Service Commission necessary.

12. In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.

13. If a Departmental Promotion Committee exists, what is its composition

14. Circumstances in which Union Public Service Commission is to be consulted in making recruitment.

MODEL RECRUITMENT RULES FOR THE POST OF LIBRARY AND INFORMATION OFFICER

- | | |
|---|---|
| 1. Name of Post | Library and Information Officer |
| 2. Number of posts | *(Year of framing)
*subject to variation dependent on workload. |
| 3. Classification | General Central Service Group 'A' Gazetted Non-Ministerial. |
| 4. Scale of Pay | Rs. 3000-100-3500-125-4500. |
| 5. Whether selection post or non-selection post | Not applicable—In case promotion is not a method of recruitment or composite method of recruitment is there.

'Selection' if promotion is one of the methods of recruitment. |
| 6. Whether benefit of added years of service admissible under Rule 30 of the C.C.S. (Pension) Rules, 1972 | Not Applicable. |
| 7. Age limit for direct recruits. | Not Applicable—In case direct recruitment is not a method of recruitment. Otherwise the following may be inserted:—

"Not exceeding 30 years".

(Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government).

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, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands of Lakshadweep). |
| 8. Educational and other qualifications required for direct recruits. | Essential,
(i) Master's Degree of a recognised University or equivalent;
(ii) Master's Degree or equivalent diploma in Library Science of a recognised University/Institute or equivalent.
(iii) Five years' professional experience in a supervisory capacity, in a Library of Standing.

Note 1: —Qualifications are relaxable at the discretion of the Union Public Service Commission in the case of candidates otherwise well qualified.

Note 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, at 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.

Desirable
(i) Experience of computerising Library activities.
(ii) Professional experience in the specific subject handled by the Department/Ministry to be specified at the time of each recruitment. |
| 9. Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees. | Age: No
Educational Qualification: No, but must possess at least a degree from a recognised University and a degree in Library Science from a recognised University. |

10. Period of probation, if any.
11. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.

One year for direct recruits, two years for promotees.

Any one of the following methods of recruitment:—

- (1) Promotion, failing which by transfer on deputation including short term contract.
- (2) Promotion/transfer on deputation including short term contract.
- (3) ————percent by promotion, failing which by transfer on deputation including short term contract, and———percentage by direct recruitment.
- (4) Transfer on deputation including short term contract/transfer failing which by direct recruitment (% for promotion or direct recruitment may be fixed taking into account the number of sanctioned posts/regular officers in the feeder grade).

Note:—The provision for transfer will be applicable in the case of Central Government officials only.

12. In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.

Promotion

Assistant Library and Information Officer with 8 years' regular service in the grade.

Transfer on deputation:

Officers under the Central Government:—

- (a) (i) Holding analogous posts on regular basis:
or
(ii) With five years' regular service in posts in the scale of Rs. 2200-4000 or equivalent:
and
- (b) Possessing the educational qualifications and experience prescribed for direct recruits under column 8.

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 deputationists 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 organisation/department of the Central Government shall ordinarily not exceed three years).

The maximum age limit for appointment by transfer on deputation (including short term contract)/transfer, shall be 'Not Exceeding 56 years' as on the closing date of receipt of applications.

Group 'A' Departmental Promotion Committee (for promotion/confirmation may be indicated separately).

Note:—The proceedings of the DPC relating to confirmation of a direct recruit shall be sent to the Commission for approval. If, however, these are not approved by the Commission a fresh meeting of the DPC to be presided over by the Chairman or a Member of the UPSC shall be held."

13. If a DPC exists, what is its composition

Selection on each occasion shall be made in consultation with the Union Public Service Commission.

14. Circumstances in which, U.P.S.C. is to be consulted in making recruitment.

MODEL RECRUITMENT RULES FOR THE POST OF SENIOR LIBRARY AND INFORMATION OFFICER

- | | |
|---|---|
| 1. Name of Post | Senior Library & Information Officer. |
| 2. Number of Post | *(Year of framing)
*Subject to variation dependent on workload. |
| 3. Classification | General Central Service, Group 'A' Gazetted, Non-Ministerial |
| 4. Scale of Pay | Rs. 3700-125-4700-150-5000. |
| 5. Whether selection post or non-selection post | Not applicable—in case promotion is not a method of recruitment or composite method of recruitment is there.
"Selection" if promotion is one of the methods of recruitment. |
| 6. Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972. | Not applicable |
| 7. Age limit for direct recruits. | Not applicable—in case direct recruitment is not a method of recruitment. Otherwise the following may be inserted;—
"Not exceeding 30 years".
(Relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Central Government).
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, Sikkim, Lahaul & Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands of Lakshadweep).
Essential;
(i) Master's Degree of a recognised University or equivalent.
(ii) Master's Degree in Library Science of a recognised University/Institute or equivalent.
(iii) 7 years' professional experience in a supervisory capacity in a Library of Standing.
Note 1: —Qualifications are relaxable at the discretion of the Union Public Service Commission in the case of candidates otherwise well qualified.
Note 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, at 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.
Desirable:
(i) Experience of computerising library activities and networking with other libraries.
(ii) Professional experience in the specific subject handled by the department/Ministry-to be specified at the time of each recruitment. |
| 8. Educational and other qualifications required for direct recruits | Age; No
Educational Qualification; Yes |
| 9. Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees. | |

10. Period of probation, if any
11. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.

One year for direct recruits and Nil for promotees.

Any one of the following methods of recruitment;—

- (1) Promotion, failing which by transfer on deputation including short term contract.
- (2) Promotion/transfer on deputation including short term contract.
- (3) ———percentage by promotion, failing which by transfer on deputation including short term contract, and.....percentage by direct recruitment.
- (4) Transfer on deputation including short term contract/transfer failing which by direct recruitment (% for promotion or direct recruitment may be fixed taking into account the number of sanctioned posts/regular officers in the feeder grade).

Note. The provision for transfer will be applicable in the case of Central and State Government official only.

Promotion

Library & Information Officer with five years' regular service in the grade.

Transfer on deputation

Officers under the Central Government:—

- (a) (i) Holding analogous posts on a regular basis: or
- (ii) With five years' regular service in posts in the scale of Rs. 3000-4500 or equivalent: and
- (b) Possessing the educational qualifications and experience prescribed for direct recruits under column 8.

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 organisation/department of the Central Government shall not exceed four years.

The maximum age limit for appointment by transfer on deputation (including short term contract)/transfer shall be 'Not Exceeding 56 years' as on the closing date of receipt of applications.

Group 'A' DPC (for promotion/confirmation may be indicated separately).

"Note. The proceedings of the Departmental Promotion Committee relating to confirmation of a direct recruit shall be sent to the Commission for approval. If, however, these are not approved by the Commission a fresh meeting of the DPC to be presided over by the Chairman or a Member of the Union Public Service Commission shall be held."

Selection on each occasion shall be made in consultation with the Union Public Service Commission.

12. In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.

13. If a DPC exists, what is its composition

14. Circumstances in which Union Public Service Commission is to be consulted in making recruitment.