No. AB-14017/54/2005-Estt (RR) Government of India Ministry of Personnel, PG and Pensions Department of Personnel & Training New Delhi

Dated the 28th March, 2013

OFFICE MEMORANDUM

Subject: Model Recruitment Rules for the various categories of Group 'A' and Group 'B' posts in the Library Discipline.

The Model RRs for the various categories of Group 'A' and Group 'B' posts in the Library Discipline issued in this Department OM No. AB-14017/43/1991-Estt. (RR) dated 22.2.1993 have been reviewed in the light of 6" CPC recommendations on revision of pay scales, instructions issued by this Department, etc. Accordingly, the revised Model Recruitment Rules for the same are enclosed as Annexure to this Office Memorandum.

- 2. Ministries / Departments may review the existing rules and notify the revised rules conforming to the Model Recruitment Rules. These may also be forwarded to all autonomous/ statutory bodies for adoption. The Ministry of Home Affairs is also requested to forward these Model RRs to the UT Administrations for appropriate action.
- 3. Hindi version will follow,

(Mukta Goel)

Director (E-I) Ph. 23092479

To

- 1. All Ministries/ Departments of Government of India.
- 2. The President's Secretariat. New Delhi.
- 3. The Vice-President's Secretariat, New Delhi
- 4. The Prime Minister's Office, New Delhi.
- 5. The Cabinet Secretariat, New Delhi.
- 6. The Comptroller and Auditor General of India, New Delhi.
- 7. The Union Public Service Commission, New Delhi.
- 8. The Staff Selection Commission, New Delhi

Contd.../-

Copy to:

- 1. The Rajya Sabha Secretariat, New Delhi.
- 2. The Lok Sabha Secretariat, New Delhi.
- 3. All Attached Offices under the Ministry of Personnel, Public Grievances and Pensions.
- 4. Establishment Officer and Secretary, ACC (10 copies).
- 5. All Officers and Sections in the Department of Personnel & Training.
- 6. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi
- 7. All Staff Members of National Council (JCM).
- 8. All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions.
- 9. Establishment (RR Branch) (20 copies)
- 10. NIC, DOPT (for uploading in DoP&T website at OM & Orders → Establishment → Recruitment policies)

(Mukta Goel)

Director (E-I)

Ph. 23092479

- 3 - MODEL RECRUITMENT RULES FOR THE POST OF **LIBRARY & INFORMATION ASSISTANT**

Name of Post	Number of post	Classification	Scale of Pay	Whether selection post or non- selection post	Age limit for direct recruits
1.	2.	3.	4.	5.	6.
Library & Information Assistant	Number *(Year of framing) *subject to variation dependent on workload	General Central Service Group B Non-Gazetted, Non-Ministerial	Pay Band 2 Rs. 9300-34800 Grade Pay Rs. 4200	Not applicable	Not exceeding 30 years (Relaxable for Government servant 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, Anadaman & Nicobar Islands of Lakshadweep). (Not applicable – in case direct recruitment is not a method of recruitments)

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direct recruits educational qualifications prescribed for direct recruits will apply in the case of promotees 7.		4	-	
prescribed for direct recruits will apply in the case of promotees 7.	Educational and other qualifications required for direct recruits	educational	probation,	by promotion or by deputation/ absorption and
recruits will apply in the case of promotees 7.				
the case of promotees 7. Essential: (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 organization/ PSU/ University or Recognized Research or Educational Institution. Desirable: Diploma in Computer Application from a recognized University or Institute. Diploma in Computer Application from a recognized University or Institute. Note 1: Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified for reasons to be recorded. Note 2: The qualification(s) regarding experience is / are relaxable at the discretion of the Competent Authority in the case of candidates 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. The case of promotees 9. Any one or combination of the following methods of recruitment keeping in view the number of sanctioned posts / regular officers in the feeder grade — 1) Promotion/ Deputation (including Short Term Contract) failing which by Direct Recruitment. 2) Deputation (including Short Term Contract) of direct recruitment. 3) — percentage by promotion, failing which by Direct Recruitment. 4) Direct recruitment. 4) Direct recruitment. 4) Direct recruitment may be fixed taking into account the number of sanctioned posts / regular officers in the feeder grade — 1) Promotion/ Deputation (including Short Term Contract) failing which Direct Recruitment. 4) Direct recruitment. 4) Direct recruitment. 4) Direct recruitment was defined in contract) failing which Direct Recruitment. 4) Direct recruitment was defined in contract) failing which Direct Recruitment. 5) — percentage by promotion, failing short Term Contract) or direct recruitment was defined in contract) failing which Direct Recruitment. 6) The populat				methods.
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(ii) Two years' professional experience in a Library under Central/State Government indicated in Col. 11) To the extent i				1) Promotion/ Deputation */including Short Torm
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to be available to fill up the vacancies reserved for them. may be filled on deputation basis from officers of the Central Government holding analogous posts on regular basis and possessing the qualifications				other circumstances for a duration of one year or more
for them. Central Government holding analogous posts on regular basis and possessing the qualifications	possessing the requisite experience are not likely			may be filled on deputation basis from officers of the
regular basis and possessing the qualifications	to be available to fill up the vacancies reserved			Central Government holding analogous posts on
prescribed for direct recruits under column 7	for them.			regular basis and possessing the qualifications
				prescribed for direct recruits under column 7.

In case of recruitment / 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.
Promotion/ Deputation (including Short Term Contract): Officers under the Central Government/State Government/Union Territories /PSUs/Autonomous Organizations- (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.	Group 'B' DPC. (For considering confirmation)	Consultation with UPSC is necessary while making appointment by deputation *(including Short Term Contract). *If deputation is without Short Term Contract, UPSC consultation is not necessary.
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).		
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 of receipt of applications.	-	

- 6 -

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

Name of Post	Number of post	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits
1. Assistant Library & Information Officer	2. Number* (Year of framing) *subject to variation dependent on workload	Central Service Group B	4. Pay Band 2 Rs. 9300-34800 Grade Pay Rs.4600	5. Not applicable – In case promotion is not a method	(Relaxable for Government servant upto 5 years in accordance with the instructions or orders issued by the Central Government). Note: The crucial date for determining the

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Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	The state of the s
7.	8.	9.	10.
Essential (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 organization/ PSU/ University or Recognized Research or Educational Institution. Desirable (i) Master's Degree in Library Science or Library and Information Science of a recognized University/ Institute. (ii) Diploma in Computer Applications from a recognized University or Institute. Note: 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. 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.	Age: No Educational Qualification: No, but must possess Bachelors Degree in Library Science or Library and Information Science of a recognized University / Institute	Two years for direct recruits.	Any one or combination of the following methods of

In case of recruitment / deputation / absorption, grades from which promotion / deputation / absorption to	Tag	
be made	If a departmental	Circumstances in
	Promotion	which Union Public
	Committee	Service Commission
	exists, what is its	is to be consulted in
11.	composition	making recruitment.
Promotion 11.	12.	13.
- Temeston	Group 'B'	Consultation with
Library & Information Assistant in the Day Barrel O.B., seed a consistent in the Day Barrel	Departmental	the Union Public
Library & Information Assistant in the Pay Band -2 Rs. 9300-34800 Grade Pay Rs. 4200 with five years'	Promotion	Service Commission
regular service in the grade and successfully completed training of weeks in the field of Library and Library Science*.	Committee (Full	is necessary while
Library Science .	composition of	making appointment
*The duration of the training between 2 weeks to 4	the DPC may be	by direct
*The duration of the training between 2 weeks to 4 weeks may be decided by the Ministry/Deptt. at the	given) for	recruitment/
time of framing/ amendment of RRs based on the requirement of training for such post and availability of infrastructure of the Organization for such post and availability of	promotion and/	deputation
infrastructure of the Organization for providing training.	or confirmation.	*(including Short
<u>Deputation</u>		Term Contract).
<u>Deputation</u>		
Officers under the Combal or O. J. O.		*If deputation is
Officers under the Central or State Government or Union Territories-		without Short Term
(a)(i) Holding analogous posts on a regular basis; or		Contract, UPSC
(ii) With five years' regular service in posts in the Pay Band -2 Grade Pay Rs. 4200 or equivalent; and		consultation is not
(b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.		necessary.
Note:		
INCIC.		
1. The departmental efficient is the first		
1. The departmental officers in the feeder category who are in the direct line of promotion shall not be		ł
eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for I		1
consideration for appointment by promotion.		
2. The period of deputation including the period of deputation in another ex-cadre post held immediately	1	
proceeding this appointment in the same of some other organization / department of the Central I	}	
Government shall ordinarily not exceed three years	ĺ	
3. The maximum age limit for appointment by deputation (including short term contract) / absorption shall	1	
be 'Not exceeding 56 years' as on the closing date of receipt of applications.	·	

MODEL RECRUITMENT RULES FOR THE POST OF LIBRARY & INFORMATION OFFICER

Name of Post	Number of post	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection post or non-selection post	Age limit for direct recruits
1. Library &	2. Number *(Year of	General Control	4.	5.	6.
Information Officer	framing) *subject to variation dependent on workload		Pay Band 3 Rs.15600-39100 Grade Pay Rs. 6600	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.	(Relaxable for Government

Educational and other qualifications required to 1111			
Educational and other qualifications required for direct recruits	Whether age and	Period of	Method of recruitment whether by
	educational qualifications	probation,	direct recruitment or by promotion or
	prescribed for direct	if any	by deputation/ absorption and
	recruits will apply in the		percentage of the vacancies to be
	case of promotees		filled by various methods.
7.	8.	9.	10.
Essential (i) Master's Degree in Library Co.	Age: No	One year	Any one or combination of the
(i) Master's Degree in Library Science or Library and Information		for direct	following methods of recruitment
Science of a recognized University / Institute;	Educational Qualification:	recruits	based on number of sanctioned posts
(ii) Five years' professional experience in a Library under	No, but must possess at	*	in the feeder grade-
Central/State Government / Autonomous or Statutory organization/	least Bachelors Degree	ļ	
PSU/ University or Recognized Research or Educational Institution. Desirable:	in Library Science or		1) Promotion, failing which by
	Library and Information		deputation (including short term
(i) One year experience of computerizing Library activities in a	Science of a recognized		contract).
Library under Central/State Government / Autonomous or Statutory	University / Institute		2) Promotion / deputation* (including
organization/ PSU/ University or recognized Research or educational Institution.	·		short term contract).
			3) percentage by promotion,
(ii) One year Professional experience in the specific areas of			failing which by deputation
activities of the Department / Ministry viz technical or scientific, if		·	including short term contract, , and
any, to be specified at the time of framing RRs.			percent by direct recruitment.
(iii) Diploma in Computer Application from a recognized University or Institute.			4) Deputation (including Short Term
of institute.			Contract) / absorption failing which
Note 1: Ouglifications are relevable for recovery to the		1	by direct recruitment
Note 1: 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.			(% for promotion or direct recruitment
Note 2: The gualification/o) regarding ourseless a in /]		may be fixed taking into account the
Note 2: The qualification(s) regarding experience is / are relaxable		1	number of sanctioned posts / regular
at the discretion of the Union Public Service Commission in the			officers in the feeder grade).
case of candidates belonging to Scheduled Castes and Scheduled]	*In case it is suggested to take officer
Tribes if, any stage of selection, the Union Public Service			from non-Government bodies e.g.
Commission is of the opinion that sufficient number of candidates	ĺ		Universities, recognized Research
from these communities possessing the requisite experience are	ļ	j	Institutions, Public Undertakings,
not likely to be available to fill up the vacancies reserved for them.			autonomous bodies etc.

In case of recruitment / 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.
Promotion Assistant Library & Information officer Pay Band 2 Grade Pay Rs. 4600 with 7 years' regular service in the grade possessing qualification as in col.8 and successfully completed training of weeks in the field of Library and Library Science *. *The duration of the training between 2 weeks to 4 weeks may be decided by the Ministry/Deptt. at the time of framing/ amendment of RRs based on the requirement of training for such post and availability of infrastructure of the Organization for providing training. Deputation / Including Short Term Contract / Absorption Officers under the Central Government / State Government/ Union Territories (a) (i) Holding analogous posts on a regular basis; or (ii) With 7 years' regular service in posts in the Pay Band 2 Rs. 9300-34800 Grade Pay Rs. 4600 or equivalent; and (b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7. Note: 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. 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 four years. 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. 4. The provision for absorption will be applicable in the case of Central/ State Government and Union Territory Government officials only.	for direct recruits/ promotees may be indicated separately). (i) Chairman/ Member, UPSC - Chairman (ii) Member (iiii) Member	Consultation with the Union Public Service Commission is necessary on each occasion.

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

Name of Post	Number of post	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits
1.	2.	3.	4.	5.	6.
Senior Library & Information Officer	Numbers *(Year of framing) *subject to variation dependent on workload	General Central Service Group A Gazetted, Non-Ministerial	Pay Band 3 Rs. 15600-39100 Grade Pay Rs. 7600		(Relaxable for Government servant 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 as advised by

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	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.
7.	8.	9.	10.
Essential: (i) Master's Degree in Library Science or Library and Information Science of a recognized University / Institute; (ii) Ten years' professional experience in a Library under Central/State Government / Autonomous or Statutory organization/ PSU/ University or Recognized Research or Educational Institution. Desirable: (i) One year experience of computerizing Library activities in a Library under Central/State Government / Autonomous or Statutory organization/ PSU/ University or recognized Research or educational Institution. (ii) One year Professional experience in the specific areas of activities of the Department / Ministry viz. technical or scientific, if any, to be specified at the time of framing RRs. (iii) Diploma in Computer Application from a recognized University or Institute. Note 1: 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. 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, 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.	Age: No Educational Qualification: No, but must possess at least a Bachelors Degree in Library Science or Library and Information Science of a recognized University / Institute	One year for direct recruits	Any one or combination of the following methods of recruitment based on number of posts in the feeder grade — 1) Promotion, failing which by deputation* (including Short Term Contract). 2) Promotion / deputation (including Short Term Contract). 3) — percentage by promotion, failing which by deputation (including Short Term Contract) and — percentage by direct recruitment. 4) Deputation (including Short Term Contract)/ absorption 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). *In case it is suggested to take officer from non-Government bodies e.g. Universities, recognized Research Institutions, Public Undertakings,, autonomous bodies etc.

In case of recruitment / 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.
Promotion Library & Information Officer Pay Band 3 Grade Pay Rs. 6600 with 5 years' regular service in the grade possessing qualification as in col.8 and successfully completed training of weeks in the field of Library and Library Science *. *The duration of the training between 2 weeks to 4 weeks may be decided by the Ministry/Deptt. at the time of framing/ amendment of RRs based on the requirement of training for such post and availability of infrastructure of the Organization for providing training. Deputation Officers under the Central Government/ State Government/ Union Territories - (a) (i) Holding analogous posts on a regular basis; or (ii) With five years' regular service in posts in the Pay Band 3 Rs. 15600-39100 Grade Pay Rs. 6600 or equivalent; and	Group 'A' Departmental Promotion Committee (for promotion / confirmation may be indicated separately). (i) Chairman/ Member, UPSC - Chairman (ii) Member (iii) Member	Consultation with the Union Public Service Commission is necessary for composite method (viz promotion/deputation), deputation (ISTC), absorption and direct recruitment.
(b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.		
Note: 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. 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 four years. 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. 4. The provision for absorption will be applicable in the case of Central/ State Government and Union Territory Government officials only.		