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

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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

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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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) 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. 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 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.	Age : No Educational Qualification: Yes (To the extent indicated in Col. 11)	Two years for direct recruits.	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) failing which Direct Recruitment. 3) ----- percentage by promotion, failing which by deputation (including Short Term Contract), and --- percent by direct recruitment. 4) Direct recruitment (% for promotion/deputation (including Short Term Contract) 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 direct recruitment is the only method of recruitment, the following note may be inserted- Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a 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.

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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. 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.	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.

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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.	2.	3.	4.	5.	6.
Assistant Library & Information Officer	Number* (Year of framing) *subject to variation dependent on workload	General Central Service Group B Gazetted, Non-Ministerial	Pay Band 2 Rs. 9300-34800 Grade Pay Rs.4600	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.	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 as advertised by the UPSC. (Not applicable – in case direct recruitment is not a method of recruitment)

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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	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.
<u>Essential</u> (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. <u>Desirable</u> (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 recruitment based on number of sanctioned posts or 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 ---- percent by direct recruitment. 4) Direct recruitment (% for promotion/deputation (including Short Term Contract) 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 direct recruitment is the only method of recruitment, the following note may be inserted- Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a 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

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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 Assistant in the Pay Band -2 Rs. 9300-34800 Grade Pay Rs. 4200 with five years' regular service in the grade 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 or State Government or Union Territories- (a)(i) Holding analogous posts on a regular basis; or (ii) With five years' regular service in posts in the Pay Band -2 Grade Pay Rs. 4200 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 three 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.	Group 'B' Departmental Promotion Committee (Full composition of the DPC may be given) for promotion and/ or confirmation.	Consultation with the Union Public Service Commission is necessary while making appointment by direct recruitment/ deputation *(including Short Term Contract). *If deputation is without Short Term Contract, UPSC consultation is not necessary.

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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.	2.	3.	4.	5.	6.
Library & Information Officer	Number *(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. 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.	"Not exceeding 40 years". (Relaxable for Government servants up to 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 advertised by the UPSC. (Not applicable –in case direct recruitment is not a method of recruitment).

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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	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) Five 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 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 sanctioned 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 --- percent 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.

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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.
<u>Promotion</u> 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. <u>Deputation / Including Short Term Contract / Absorption</u> 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.	Group 'A' Departmental Promotion Committee (for promotion / confirmation for direct recruits/ promotees may be indicated separately). (i) Chairman/ Member, UPSC - Chairman (ii) ..... - Member (iii) ..... - 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	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.	"Not exceeding 45 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 as advised by the UPSC. (Not applicable – in case direct recruitment is not a method of recruitment).

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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	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.

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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.
<u>Promotion</u> 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. <u>Deputation</u> 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 (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.	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.

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