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AB 14017/43/91-Estt. (RR)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

New Delhi, 22nd February, 1993

OFFICE MEMORANDUM

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


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The undersigned is directed to forward herewith a copy of the Model Recruitment Rules for various categories of Group A & B posts in the Library Discipline. These Rules supersede the Model Rules circulated vide this Department's O.M. No. ABN 14017/13/88-Estt. (RR) dated 28.4.1978. The Model Recruitment Rules are based on the suggestions contained in the Ministry of Finance (Department of Expenditure) O.M. No. 19(1)/IC/86 dated the 24th July, 1990.

2. All the Ministries/Departments are requested to adopt these model Rules with suitable modifications, if any, depending upon their peculiar requirements. However, in case of any deviations from these model Rules the approval of this Department may be obtained.

3. The Ministry of Home Affairs are also requested to forward these model recruitment rules to the Union Territories Administration for adoption.

4. Hindi version will follow.

  
( Y.G. PARANDE )  
DIRECTOR (E)  
TEL: 3011479

To

All Ministries/Departments of the Government of India as per standard list.

(200 spare copies)

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

- |    |   |   |  |
|----|---|---|--|
| 1. | Name of Post  | : | Senior Library & Information Assistant   |
| 2. | No. of Post   | : | *(Year of framing)<br>*subject to variation<br>dependent on workload   |
| 3. | Classification  | : | General Central Service<br>Group 'B' Non Gazetted,<br>Non-Ministerial  |
| 4. | Scale of Pay  | : | Rs. 1640-60-2600-EB-75-7970  |
| 5. | Whether selection post:<br>or non-selection post  |   | Not applicable - In case<br>promotion is not a method<br>of recruitment or composite<br>method of recruitment is<br>there.<br>"Not exceeding 30 years".<br>"Selection" if promotion is<br>one of the methods of<br>recruitment.  |
| 6. | Whether benefit of added<br>years of service<br>admissible under Rule 30<br>of the CCS(Pension) Rules,<br>1972. |   | Not applicable   |
| 7. | Age limit for direct<br>recruits  |   | Not Applicable - in case direct<br>recruitment is not a method<br>of recruitment. Otherwise<br>the following may be inserted:-<br><br>(Relaxable for Government<br>servants up to 7 years in<br>accordance with the instructions<br>or orders issued by the Central<br>Government).<br><br>Note: The crucial date for<br>determining the age limit<br>shall be the closing date<br>for receipt of applications<br>from candidates in India.<br>(and not the closing date<br>prescribed for those in Assam,<br>Meghalaya, Arunachal Pradesh,<br>Mizoram, Manipur, Nagaland,<br>Tripura, Sikkim, Ladakh Division<br>of J & K State, Lahaul & Spiti<br>District and Pangri Sub Division<br>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) Bachelors' 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 (x 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:-

... ..

Notes: 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.

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

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.

for consideration

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~~ 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.

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

Group 'B' DPC/Selection Committee

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

Consultation with Commission necessary while making direct recruitment.

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.

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

Group 'B' DPC/Selection Committee

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

Consultation with Commission necessary while making direct recruitment.

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.

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

Group 'B' DPC/Selection Committee

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

1. Name of Post : Assistant Library & Information Officer
2. Number of Post : \*(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-~~15~~-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 other: Essential  
qualifications required  
for direct recruits

- (i) Degree of a recognised University or equivalent;
- (ii) Bachelors' 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.

9. Educational and other: Desirable  
qualifications required  
for direct recruits

- (i) Note 1: qualifications are relaxable at the discretion of the Union Public Service Commission in the case of candidates otherwise well qualified or equivalent;
  - (ii) 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.
- Note 1: qualifications are relaxable at the discretion of the Union Public Service Commission in the case of candidates otherwise well qualified or equivalent.
- 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.

Yes  
Educational Qualification: Yes  
The Commission is of the opinion that sufficient number of candidates belonging to Scheduled Castes and Scheduled Tribes are not likely to be available to fill up the vacancies reserved for them.

11. Whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods
- 1) Promotion, failing which by transfer or deputation.
  - 2) Promotion/transfer or deputation.
  - 3) ---percentage by promotion, failing which by transfer or 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.

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

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 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).

13.

If a Departmental Promotion Committee exists, what is its composition

- 4. 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."

14. Circumstances in which Union Public Service Commission is to be consulted in making recruitment. : Consultation with the Union Public Service Commission necessary.

MODEL RECRUITMENT RULES FOR THE POST OF LIBRARY AND INFORMATION OFFICER

1. Name of Post : Library and 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. 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 these in Assam, Meghalaya, Arunachal Pradesh, Sikkim, Ladakh Division of J & K State, Lahaul & Spiti District and Pangi District 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 atleast a degree from a recognised University and a degree in Library Science from a recognised University.

10. Period of probation, if any : one year for direct recruits, two years for promotees.
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 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 (x 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 B.

: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible to 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.

13. If a DPS exists, what is its composition : 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."

14. Circumstances in which, U.P.S.C. is to be consulted in making recruitment. : Selection on each occasion shall be made in consultation with the Union Public Service Commission.

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)<br>*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.<br><br>"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:-<br><br>"Not exceeding 30 years".<br><br>(Relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Central Government).<br><br><u>Note:</u> 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 Pangl District of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands of Lakshadweep). |
| 8. | Educational and other qualifications required for direct recruits                                   | <u>Essential:</u><br>(1) Master's Degree of a recognised University or equivalent.   |

- (ii) Master's Degree in Library Science of a recognised University/Institute or equivalent.
- (ii) 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.

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, 9 : one year for direct recruits  
if any and Nil for promotees.
11. Method of recruitment : Any one of the following methods  
whether by direct of recruitment:-  
recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.
- 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 officials only.

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

13. If a DPC exists, what is its composition

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."

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

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