

No.A-12034/12/2016-ISTM
Government of India
Ministry of Personnel, Public Grievances and Pension
Department of Personnel & Training
Training Division

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Old JNU Campus, Block IV, 4th Floor,
New Mehrauli Road, New Delhi-110067
Dated: 27th December, 2016

OFFICE MEMORANDUM

Subject: Amendment in Recruitment Rules for the post of Assistant Library and Information Officer in the Institute of Secretariat Training & Management –regarding

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The undersigned is directed to upload the draft recruitment rules for the post of Assistant Library and Information Officer in the Institute of Secretariat Training & Management, New Delhi and to request for comments, if any, from all the stakeholders on the draft RRs. The comments may kindly be sent to the Section Officer, ISTM Section, Training Division, DoPT /e-mail id: anita.bilung@nic.in latest by 26.01.2017.

Encl.: As above.



(O. P. Chawla)

Under Secretary to the Government of India
Tel.: 011-2616 6856

To

All concerned Stakeholders

Copy to:

1. Director, ISTM, New Delhi – A copy of draft RRs on the aforementioned post is enclosed with a request to upload the draft RRs in their Institutes' website.
2. NIC, Training Division with the request to upload the above OM along with draft RRs for the post of Assistant Library and Information Officer in the Institute of Secretariat Training & Management, New Delhi.

Government of India

Ministry of Personnel, Public Grievances and Pensions

(Department of Personnel and Training)

NOTIFICATION

New Delhi the December, 2016

G.S.R...– In exercise of the powers conferred by the proviso to article 309 of the Constitution, and in supersession of the Institute of Secretariat Training and Management Assistant Library and information Officer Recruitment Rules, 2013, except as respects things done or omitted to have been done, before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Assistant Library and information Officer in the Institute of Secretariat Training and Management, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, namely:-

1. **Short title and commencement** – (1) These rules may be called the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), Institute of Secretariat Training and Management (Assistant Library and information Officer), Group ‘B’ post Recruitment Rules, 2016.

(2) They shall come into force on the date of their publication in the Official Gazette.
2. **Number of post, classification and Level in the pay matrix** - The number of the said post, its classification and Level in the pay matrix shall be as specified in columns (2) to (4) of the schedule annexed to these rules.
3. **Method of recruitment, age limit, qualifications, etc.** – The method of recruitment to the said post, age limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the said Schedule.
4. **Disqualification** – No person,
 - (a) who has entered into or contracted a marriage with a person having a spouse living; or
 - (b) who, having a spouse living, has entered into or contracted a marriage with any person,shall be eligible for appointment to the said post:
Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.
5. **Power to relax.** – Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.
6. **Saving.** – Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special category of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Schedule

Name of the post	Number of post	Classification	Level in the pay matrix	Whether selection post or non selection post	Age limit for direct recruit	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 or absorption and percentage of the vacancies to be filled by various methods
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Assistant Library and Information Officer	*01 (2016) * Subject to variation dependent on workload	General Central Service, Group 'B' Gazetted, Non-Ministerial	Level 7 (₹ 44900 - ₹ 142400/-)	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	By Deputation (Including Short Term Contract)

In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or 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)
<p>Deputation (Including Short Term Contract): Officers under the Central Government or State Governments or Union Territories or Universities or recognized Research Institutions or Public Sector Undertakings or Autonomous Organizations:-</p> <p>(a) (i) Holding analogous posts on a regular basis; or (ii) With five years regular service in the Level 6 of the pay matrix or equivalent in the parent cadre or department and;</p> <p>(b) Possessing the following educational qualifications and experience</p> <p><u>Essential</u></p> <p>(i) Bachelor's Degree in Library Science or Library and Information Science of a recognised University/Institute;</p> <p>(ii) Two years' professional experience in a Library under Central/State Government/Autonomous or Statutory organization/ Public Sector Undertakings/University or Recognized Research or Educational Institution</p> <p><u>Desirable</u></p> <p>(i) Master's Degree in Library Science or Library and Information Science of a recognized University/Institute</p> <p>(ii) Diploma in Computer Applications from a recognized University/Institute</p>	<p>Not applicable</p>	<p>Consultation with Union Public Service Commission not necessary</p>

Note 1: Period of deputation including 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.

Note 2: The maximum age limit for appointment on deputation (including short term contract) shall be not exceeding fifty six years as on the closing date of the receipt of application.

{File No. A-12034/14/2016-ISTM}

Under Secretary to the Government of India