

No. 13012/13/2013-Academy Desk  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
Training Division

Block IV, 4<sup>th</sup> Floor,  
Old JNU Campus,  
New Mehrauli Road,  
New Delhi-110067

Dated: 20<sup>th</sup> September, 2016

Office Memorandum

Subject: Amendment in Recruitment Rules for the post of Assistant Library and Information Officer and Library and Information Assistant in LBSNAA, Mussoorie-reg.

The undersigned is directed to upload the draft recruitment rules for the post of Assistant Library and Information Officer and Library and Information Assistant in the Lal Bahadur Shastri National Academy of Administration, Mussoorie and to request for comments, if any, from all the stakeholders on the draft RRs. The comments may kindly be sent to the undersigned on e-mail id: 'op.chawla@nic.in' latest by 18.10.2016.

Encl.: As above.



(O P Chawla)

Under Secretary to the Government of India

Tel.: 011-26194167

e-mail: op.chawla@nic.in

To


All concerned Stakeholders

Copy to: NIC, Training Division with the request to upload the above OM along with draft RRs for the post of Assistant Library and Information Officer and Library and Information Assistant in LBSNAA, Mussoorie.

SCHEDULE

Name of Post	Number of post	Classification	Level in the Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7
Library and Information Assistant	9* (2016) *Subject to variation dependent on work load	General Central Service Group 'B' Non-Gazetted, Non-Ministerial.	Level - 6 in the Pay Matrix	Not applicable	Not exceeding 30 years. (Relaxable for Govt. servant upto 5 years in accordance with the instructions issued by the Central Govt.) Note- The crucial date for determining the age limit shall be the closing date for receipt of application 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, Lahul and Spiti District and Pangi Sub Division of Chamba Distt. of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep	<b>Essential:</b> (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/ Union Territories/Autonomous or Statutory organization/PSU/University or Recognized Research or Educational Institution. Desirable: Diploma in Computer Application from recognized University or Institute. <b>Note-I:</b> Qualifications are relaxable at the discretion of Staff Selection Commission in case of candidates otherwise well qualified. <b>Note-II:</b> The qualifications regarding experience are relaxable at the discretion of the Staff Selection Commission in the case of candidates belonging to SC and ST if, at any stage of selection, the Staff Selection Commission are 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 posts reserved for them.

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	In case of recruitment by promotion/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
8	9	10	11	12	13
Not applicable	Two years for direct recruits	<p>Direct Recruitment</p> <p><b>Note:</b> Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more or till the vacancy is filled on regular basis may be filled on deputation basis from the officials of the central/State Government holding analogous posts on regular basis and possessing the qualifications prescribed for direct recruits at under column 7.</p> <p>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 or department of the Central Government shall ordinarily not exceed three years.</p> <p>The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>	Not applicable	<p>Group 'B' Departmental Confirmation Committee for considering confirmation:-</p> <ol style="list-style-type: none"> <li>1. Joint Director, LBSNAA - Chairman</li> <li>2. Deputy Director (Admin.), LBSNAA - Member</li> <li>3. Principal Library and Information Officer/Deputy Director, LBSNAA - Member</li> </ol>	Consultation with Union Public Service Commission not necessary.

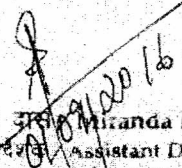
  
 मिरांडा दास / Miranda Das  
 सहायक निदेशक / Assistant Director  
 लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी की  
 LBS National Academy of Administration  
 मयूर / Mussoorie

## SCHEDULE

Name of Post	Number of post	Classification	Level in the Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7
Assistant Library & Information Officer	1* (2016) *Subject to variation dependent on work load	General Central Service Group 'B' Gazetted, Non-Ministerial.	Level — 7 in the Pay Matrix	Selection	Not applicable	Not applicable

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	In case of recruitment by promotion/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
8	9	10	11	12	13
Not applicable	Nil	Promotion failing which by deputation	<p><b>Promotion:</b> Library &amp; Information Assistant in the Level 6 in the Pay Matrix with five year's regular service in the grade.</p> <p><b>Note:</b> Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p><b>Deputation:</b> 1. Officer of the Central or State Government or Union Territories- (a) (i) Holding analogous posts on regular basis; or (ii) With five years regular service in posts in the Level 6 in the pay matrix or equivalent; and (b) Possessing the following educational qualifications and experience: <b>Essential</b> (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 or State Government or Union Territories. <b>Desirable</b> (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.</p>	<p>Group 'B' Departmental Promotion Committee for considering promotion:-</p> <ol style="list-style-type: none"> <li>1. Joint Director, LBSNAA - Chairman</li> <li>2. Deputy Director (Admin.), LBSNAA - Member</li> <li>3. PLIO/Deputy Director (I/c)- Member</li> </ol>	Consultation with Union Public Service Commission not necessary.

			<p>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 or department of the Central Government shall ordinarily not exceed three years.</p> <p>The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p> <p><b>Note 1:</b> 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, the deputationists shall not be eligible for consideration for appointment by promotion.</p>		
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 मिर्चंडा डस / Miranda Das  
 सहायक निदेशक / Assistant Director  
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