

No. A-12018/02/2021-Ad.V
भारत सरकार / Government of India
गृह मंत्रालय / Ministry of Home Affairs

North Block, New Delhi
Dated 21st February, 2022

OFFICE MEMORANDUM

Subject: Amendments to Recruitment Rules (RRs) for the post of Library and Information Assistant in the Ministry of Home Affairs' Library-reg.

The undersigned is directed to state that it is proposed to amend the Ministry of Home Affairs, Library and Information Assistant (Group 'C' Posts) Recruitment Rules, 2016, as per the provisions given in para 3 hereunder.

2. It is requested that comments of all the stakeholders, if any, on the proposed amendments may be forwarded to Under Secretary (Ad-V), Ministry of Home Affairs, Room No. 81-D, North Block, New Delhi-110001 latest by 22nd March, 2022. The amendments to RRs for the post of Library and Information Assistant would be finalized after taking into account the comments so received.

3. Following amendments are proposed in the existing RRs for the post of Library and Information Assistant:

S. No.	Existing Provisions	Revised provisions proposed	Reasons for the revision proposed
1.	<u>Name of the post:-</u> Library and Information Assistant	<u>Name of the post:-</u> Library and Information Assistant	No Change
2.	<u>Number of posts:-</u> 03*(2014) *subject to variation dependent on workload	<u>Number of posts:-</u> 03* (2022) *subject to variation dependent on workload	No Change
3.	<u>Classification:-</u> General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	<u>Classification:-</u> General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	No Change
4.	<u>Level in the Pay Matrix:-</u> Level-5 in the Pay Matrix	<u>Level in the Pay Matrix:-</u> Level-6	- Pre-revised pay scale attached to the post was PB-2, ₹9300-34800/- plus GP of ₹4200. However, at the time of amendment in RRs as per 7 th CPC, pay scale was wrongly mentioned as Level-5 in the Pay Matrix.
5.	<u>Whether selection post or non-selection post:-</u> Not Applicable	<u>Whether selection post or non-selection post:-</u> Not Applicable	No Change

...contd.2/-

<p>6. <u>Age limit for Direct recruits:-</u></p> <p>Not exceeding 30 years.</p> <p>(Relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government from time to time.)</p> <p>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, Union Territory of Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Union territory Administration of Andaman and Nicobar Island and Lakshadweep).</p>	<p><u>Age limit for Direct recruits:-</u></p> <p>Not exceeding 30 years.</p> <p>(Relaxable for Central Government servants up to five years in accordance with the instructions or orders issued by the Central Government from time to time.)</p> <p>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, Union Territory of Ladakh, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Union territory Administration of Andaman and Nicobar Island and Lakshadweep).</p>	<p>- The word "Government" has been amended to "Central Government".</p> <p>- "Ladakh Division of Jammu and Kashmir State" has been amended to "Union Territory of Ladakh" consequent upon change in the status of Ladhakh.</p>
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<p>7.</p>	<p><u>Educational and other qualifications required for direct recruits:-</u> Essential: 1. Bachelor's Degree in Library Science or Library and Information Science from a recognized University or Institution; and 2. Two years' experience in a Library under the Central Government or a State Government or Autonomous or Statutory Organisation or Public Sector Undertaking or Universities or recognized Research or Educational Institution. Desirable: Diploma in Computer Application from a recognized University or Institute. Note 1. The qualifications are relaxable at the discretion of the Staff Selection Commission or Competent Authority, for reasons to be recorded in writing in case of candidates otherwise well qualified. Note 2. The qualifications regarding experience is relaxable at the discretion of the Staff Selection Commission or Competent Authority, for reasons to recorded in writing in case of candidates belonging to the Scheduled Castes and the Scheduled Tribes. If at any stage of selection, Staff Selection 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 the posts reserved for them.</p>	<p><u>Educational and other qualifications required for direct recruits:-</u> Essential: 1. Bachelor's Degree in Library Science or Library and Information Science from a recognized University or Institution; and 2. Two years' experience in a Library under the Central Government or a State Government or Autonomous or Statutory Organisation or Public Sector Undertaking or Universities or recognized Research or Educational Institution. Desirable: Diploma in Computer Application from a recognized University or Institute. Note 1. The qualifications are relaxable at the discretion of the Staff Selection Commission or Competent Authority, for reasons to be recorded in writing in case of candidates otherwise well qualified. Note 2. The qualifications regarding experience is relaxable at the discretion of the Staff Selection Commission or Competent Authority, for reasons to recorded in writing in case of candidates belonging to the Scheduled Castes and the Scheduled Tribes. If at any stage of selection, Staff Selection 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 the posts reserved for them.</p>	<p>No Change</p>
<p>8.</p>	<p><u>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees:-</u> Age: No Educational Qualification: Yes</p>	<p><u>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees:-</u> Age: No Educational Qualification: Yes</p>	<p>No Change</p>

9.	<p><u>Period of Probation, if any:-</u> 2 years for direct recruits and promotees.</p>	<p><u>Period of Probation, if any:-</u> 2 years for direct recruits and promotees.</p>	No Change
10.	<p><u>Method of recruitment:-</u> 33.33% by promotion/ deputation (including short term contract)/ absorption and 66.67% by direct recruitment.</p>	<p><u>Method of recruitment:-</u> 33.33% by promotion/ deputation (including short term contract)/ absorption and 66.67% by direct recruitment.</p>	No Change
11.	<p><u>In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption to be made:-</u> Composite Method [Promotion plus Deputation (including short term contract)/ absorption]: Officers under the Central Government or a State Government or a Union Territory or Public Sector Undertaking or Recognized Research Institutions or Universities or Semi Government or Statutory or Autonomous Organizations: (a)(i) Holding analogous posts on regular basis in the parent cadre or department; OR (ii) with six years' service in the grade rendered after appointment thereto on regular basis in posts in Level in the Pay Matrix or equivalent in the parent cadre or department; AND (b) Possessing the following educational qualifications and experience prescribed for direct recruits under column (7). Note 1: Departmental Library Clerk in the Level-2 in the Pay Matrix with ten years regular service in the grade and possessing Bachelor's Degree in Library Science or Library & Information Science from a recognized University or Institute shall also be considered along with outsiders and in case such person is selected, the post shall be treated as having been filled by promotion, otherwise, it shall be treated as having been filled by deputation (including short term contract)/ absorption.</p>	<p><u>In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made:-</u> Composite Method [Promotion plus Deputation (including short term contract)/ absorption]: Officers under the Central Government or a State Government or a Union Territory or Public Sector Undertaking or Recognized Research Institutions or Universities or Semi Government or Statutory or Autonomous Organizations: (a)(i) Holding analogous posts on regular basis in the parent cadre or department; OR (ii) with six years' service in the grade rendered after appointment thereto on regular basis in posts in Level-5 in the Pay Matrix or equivalent in the parent cadre or department; AND (b) Possessing the following educational qualifications and experience prescribed for direct recruits under column (7). Note 1: Departmental Library Clerk in the Level-2 in the Pay Matrix with ten years regular service in the grade and possessing Bachelor's Degree in Library Science or Library & Information Science from a recognized University or Institute shall also be considered along with outsiders and in case such person is selected, the post shall be treated as having been filled by promotion, otherwise, it shall be treated as having been filled by deputation (including short term contract)/ absorption.</p>	<p>- "Level in the Pay Matrix" has been amended to "Level-5 in the Pay Matrix" to make the sentence complete. - Note 2 has been amended to make it meaningful.</p>

<p>Note 2: <u>The officials from Central Government and State Government shall only be considered for absorption.</u></p> <p>Note 3: The period of deputation (including short term contract) including the period of deputation (including short term contract) 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 five years.</p> <p>Note 4: The maximum age-limit for appointment by deputation (including short term contract)/absorption shall be “Not exceeding fifty six years” as on the closing date of receipt of applications.</p> <p>Note 5: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on Seventh Central Pay Commission recommendation has been extended, shall be deemed to be service rendered in the corresponding Level in the Pay Matrix extended based on the recommendation of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common Level in the Pay Matrix and where this benefit will extend only for the post(s) for which that Level in the Pay Matrix is the normal replacement grade without any upgradation.</p>	<p>Note 2: <u>For absorption, officials from only Central Government and State Government shall be considered.</u></p> <p>Note 3: The period of deputation (including short term contract) including the period of deputation (including short term contract) 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 five years.</p> <p>Note 4: The maximum age-limit for appointment by deputation (including short term contract)/absorption shall be “Not exceeding fifty six years” as on the closing date of receipt of applications.</p> <p>Note 5: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on Seventh Central Pay Commission recommendation has been extended, shall be deemed to be service rendered in the corresponding Level in the Pay Matrix extended based on the recommendation of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common Level in the Pay Matrix and where this benefit will extend only for the post(s) for which that Level in the Pay Matrix is the normal replacement grade without any upgradation.</p>	
<p>12. <u>If a Departmental Promotion Committee exists, what is the composition:-</u> Group ‘B’ Departmental Promotion Committee: 1. Director/ Deputy Secretary (Administration), MHA: Chairman 2. Director or Deputy Secretary (in-charge of Library), MHA: Member 3. Director or Deputy Secretary, MHA: Member</p>	<p><u>If a Departmental Promotion Committee exists, what is the composition:-</u> Group ‘C’ Departmental Promotion Committee: 1. Director/ Deputy Secretary (Administration), MHA: Chairman 2. Director or Deputy Secretary (in-charge of Library), MHA: Member 3. Director or Deputy Secretary, MHA: Member</p>	<p>- Group ‘B’ has been amended to Group ‘C’, being classification of the post.</p>

<p>13. <u>Circumstances in which Union Public service Commission is to be consulted in making recruitment:-</u></p> <p><u>Consultation with Union Public Service Commission is necessary while appointing an officer on Composite method, i.e. promotion plus deputation (including short term contract)/ absorption.</u></p>	<p><u>Circumstances in which Union Public service Commission is to be consulted in making recruitment:-</u></p> <p><u>Not applicable.</u></p>	<p>- Consultation with Union Public Service Commission is not necessary for the Non-Gazetted posts and below GP of ₹4800/- (Level-8 in the Pay Matrix).</p>
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(Vishvajeet Kumar Gupta)

Under Secretary to the Government of India
Tel. No. 2309 3666

To

1. All the stakeholders for sending their comments to this Ministry.
2. SO (IT) for uploading on the website of the Ministry.