

Assistant Library and Information Officer (General)

Column No. & Title	Existing provisions	Proposed changes	Reason(s) for amendment
1 Name of the post	Assistant Library and Information Officer	No change	-
2 No. of posts	9* (2016) * Subject to variation dependent on workload	9* (2025) * Subject to variation dependent on workload	-
3 Classification	General Central Service, Group 'B', Gazetted, Non-Ministerial	No change	-
4 Scale of pay	Level-7 (Rs. 44900-142400)	No change	-
5 Whether selection post or non-selection post	Selection	No change	-
6 Age Limit for direct recruits	Not applicable	No change	-
7 Educational and other qualifications required for Direct Recruits	Not applicable	No change	-

8	Not applicable Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	No change	-
9	Not applicable Period of probation, if any	No change	-
10	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 By promotion failing which by deputation (including short-term contract)	No change	-

11	<p>In case of Library and Information recruitment/deputation/absorption, grades from which promotion/deputation/absorption to be made</p> <p>Promotion</p> <p>In Library and Information Assistant in Level- 6 in the pay matrix with five years' regular service in grade and successfully completed training of 03 weeks in the field of Library and Science.</p>	<p>Promotion</p> <p>Library and Information Assistant in Level- 6 in the pay matrix with five years' regular service in the grade and successfully completed training of 03 weeks in the field of Library and Science.</p>	<p>Model RRs have been followed.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>(a)(i) holding analogous posts on a regular basis in the parent cadre or department; or (ii) with five years' regular service in the grade rendered after appointment thereto on a regular basis in posts in Level-6 of the pay matrix or equivalent in</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular</p>
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<p>basis by an officer prior to the parent cadre or 01.01.2016, the date from department; and which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended shall be deemed to be service rendered in the Level in the pay matrix extended based on the recommendations of the Commission.</p>	<p>(b) Possessing the following educational qualifications and experiences, namely:-</p> <p>Essential:</p> <p>(i) Bachelor's Degree in Library Science or Library and Information Science of a recognized University or Institute;</p>
<p>Deputation (including Short Term Contract): Officers under the Central Government or State Governments or Union Territories or Public Sector Undertakings or Autonomous or Statutory Organizations or Universities or Recognized Research Institutes:</p>	<p>(ii) two years' professional experience in a Library under the Central Government or State Government or Autonomous or Statutory Organization or PSU or University or Recognized Research or Educational Institution.</p>
<p>(a)(i) holding analogous posts on regular basis in the parent cadre or department; or</p>	<p>Desirable:</p> <p>(i) Master's Degree in Library Science or Library and Information Science of a recognized University or Institute.</p>
<p>(ii) with five years' regular service in the grade rendered after appointment thereto on a regular basis in posts in Level-6 of the pay matrix</p>	<p>(ii) Diploma in Computer Applications from a recognized University or Institute.</p>

<p>or equivalent in the parent cadre or department; and</p> <p>(b) Possessing the following educational qualifications and experiences, namely:-</p> <p>(i) Bachelor's Degree in Library Science or Library and Information Science of a recognized University or Institute;</p> <p>(ii) Two years' professional experience in a Library under the Central Government or State Governments or Autonomous or Statutory Organization or Public Sector Undertaking or University or Recognized Research or Educational Institution.</p>	<p>Note:</p> <p>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, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>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.</p> <p>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.</p> <p>Desirable:</p> <p>(i) Master's Degree in Library Science or Library and Information Science of a recognized University or Institute.</p> <p>(ii) Diploma in computer applications from a recognized University or Institute.</p> <p>Note 1: The departmental officers in</p>
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the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

(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 three years. The maximum age limit for appointment by deputation (including Short Term Contract) shall be not exceeding fifty six years as on the closing date of receipt of applications.)

Note 2: For the purpose of appointment on deputation basis, the service rendered on a

regular basis by an officer prior to 01.01.2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding Level in the pay matrix extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one 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>12</p> <p>If a Departmental Promotion Committee exists, what is its composition</p>	<p>Group 'B' Departmental Promotion Committee (for promotion) consisting of:</p> <ol style="list-style-type: none"> 1. Joint Secretary (Admn) – Chairman; 2. Director or Deputy Secretary (Admn) – Member; 3. Under Secretary (Library) – Member 	<p>Group 'B' Departmental Promotion Committee (for promotion) consisting of:</p> <ol style="list-style-type: none"> 1. Joint Secretary (Library), Ministry of Culture – Chairman; 2. Director (Central Secretariat Library) – Member; 3. Under Secretary (Library), Ministry of Culture – Member 	<p>The establishment matters pertaining to the Central Secretariat Library are now dealt with in the Library Section.</p> <p>Further, as per the latest instructions issued vide DoPT OM No. 39018/03/2023-Estt(B) dated 21.03.2024, consultation with the UPSC is not necessary while making an appointment by deputation (including short-term contract) for posts up to Level 13A. Accordingly, selection committee has been proposed.</p> <p>Selection Committee (for considering appointment by deputation (including short-term contract) consisting of:-</p> <ol style="list-style-type: none"> 1. Joint Secretary (Library), Ministry of Culture – Chairman; 2. Director (Central Secretariat Library) – Member; 3. Under Secretary (Library), Ministry of Culture – Member
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<p>13</p> <p>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</p>	<p>Consultation with the Union Public Service Commission is necessary while making appointment by deputation (including short-term contract).</p>	<p>Consultation with the Union Public Service issued vide DoPT OM No. 39018/03/2023-Estt(B) dated 21.03.2024, consultation with the UPSC is not necessary.</p>	<p>As per the latest instructions issued vide DoPT OM No. 39018/03/2023-Estt(B) dated 21.03.2024, consultation with the UPSC is not necessary while making an appointment by deputation (including short-term contract) for posts up to Level 13A.</p>
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Assistant Library and Information Officer (Language)

Column No. & Title	Existing provisions	Proposed changes	Reason(s) for amendment
1 Name of the post	Assistant Library and Information Officer (Language)	No change	-
2 No. of posts	7* (2016) * Subject to variation dependent on workload	2* (2025) * Subject to variation dependent on workload	-
3 Classification	General Central Service, Group 'B', Gazetted, Non-Ministerial	No change	-
4 Scale of pay	PB-2: Rs. 9300-34800 + GP 4600	Level-7 (Rs. 44900-142400/-)	Pay scale is mentioned as per the 7 th CPC.
5 Whether selection post or non-selection post	Not applicable	No change	-

6	Age Limit for direct recruits	<p>Not exceeding thirty years. (relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Central Government.)</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, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).</p>	<p>Not exceeding thirty years. (relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Central Government).</p> <p>Note: The crucial date for determining the age limit shall be as advertised by the UPSC.</p>	Model RRs have been followed.
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7	<p>Essential:</p> <p>Educational and other qualifications required for Direct Recruits</p> <p>(i) Bachelor's Degree from a recognized University in the language concerned (to be indicated at the time of recruitment).</p> <p>(ii) Bachelor's Degree in Library Science or Library and Information Science of a recognized University or Institute;</p> <p>(iii) Two years' professional experience in a Library under Central or State Government or Autonomous or Statutory organization or Public Sector Undertaking or University or recognized Research or Educational Institution.</p> <p>Desirable:</p> <p>(i) Master's Degree from a recognized University in the language concerned;</p> <p>(ii) Master's degree in Library Science or Library and Information Science of a recognized University or Institute;</p> <p>(iii) Diploma in Computer Applications from a recognized University or Institute or Board.</p>	<p>Essential:</p> <p>(i) Bachelor's Degree in Library Science or Library and Information Science of a recognized University or Institute;</p> <p>(ii) passed at 10th class or 12th class in the concerned language required for the said post from a recognized Board.</p> <p>Note: The exact requirement of the language at 10th class or 12th Class shall be specified at the time of recruitment.</p> <p>(iii) Two years' professional experience in a Library under Central or State Government or Autonomous or Statutory organization or Public Sector Undertaking or University or recognized Research or Educational Institution.</p> <p>Desirable:</p>	<p>Revisions proposed as per model RRs and functional requirement of the post.</p> <p>(i) Master's degree in Library Science or</p>
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	<p>Note 1: Qualifications are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing, in case of candidates otherwise well qualified.</p> <p>Note 2: The qualification(s) regarding experience is/are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing, in case of candidates otherwise well qualified.</p> <p>belonging to Scheduled Castes and Scheduled Tribes if, at any stage of selection, the Union Public Service Commission is of the opinion the 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.</p>	<p>Library and Information Science of a recognized University or Institute;</p> <p>(ii) Diploma in Computer Applications from a recognized University or Institute or Board.</p> <p>Note 1: Qualifications are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing, in case of candidates otherwise well qualified.</p> <p>Note 2: The qualification(s) regarding experience is/are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing, 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 the sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up</p>
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the vacancies reserved for them.

8 Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	No change	-
9 Period of probation, if any	Two years for direct recruits	No change	-

<p>10</p> <p>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</p>	<p>By direct recruitment.</p> <p>Note: 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 may be filled on deputation basis from officers of Central Government:</p> <p>a) (i) holding analogous posts on regular basis in the parent cadre/Department; or</p> <p>(ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band-2 (Rs. 9300-34800) with grade pay of Rs. 4200/- or equivalent in the parent cadre or Department; and</p> <p>(b) Possessing educational qualifications and experience prescribed for direct recruits under Column 7.</p> <p>(Period of deputation including period of deputation in another ex-</p>	<p>By Direct recruitment, During failing which by requisition of the vacancy Deputation (including submitted to the UPSC, one short-term contract)</p>	<p>During the previous failing which by requisition of the vacancy Deputation (including submitted to the UPSC, one short-term contract) vacancy of ALIO (Language-Kannada) could not be filled by Direct recruitment. Hence, provision for Deputation has also been incorporated.</p>
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care post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation (including Short Term Contract) shall be not exceeding fifty six years as on the closing date of receipt of applications.)

<p>11 In case of recruitment/deputation/absorption, grades from which promotion/deputation/absorption to be made</p>	<p>Not applicable</p>	<p>Deputation (including Short Term Contract): Officers under Central Government or State Governments or Union Territories or PSUs or Statutory or Autonomous Organizations or Universities or Recognized Research or Educational Institutions:</p> <p>(a)(i) holding analogous posts on a regular basis in the parent cadre of department; or</p> <p>(ii) with 5 years' regular service in the grade rendered after appointment thereto on a regular basis in posts in Level-6 of the pay matrix or equivalent in the parent cadre of department; and</p> <p>(b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.</p>	<p>Deputation method has also been incorporated.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. The departmental officers in the feeder
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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.

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.

<p>12 If a Departmental Promotion Committee exists, what is its composition</p>	<p>Group 'B' Departmental Confirmation Committee (for confirmation) consisting of:</p> <ol style="list-style-type: none"> 1. Joint Secretary (Admn) – Chairman; 2. Director (Library) – Member; 3. Under Secretary (Library) – Member 	<p>Group 'B' Departmental Confirmation Committee (for confirmation) consisting of:</p> <ol style="list-style-type: none"> 1. Joint Secretary (Library), Ministry of Culture – Chairman; 2. Director (Central Secretariat Library) – Member; 3. Under Secretary (Library), Ministry of Culture – Member 	<p>The establishment matters pertaining to the Central Secretariat Library are now dealt with in the Library Section.</p> <p>1. Joint Secretary (Library), Ministry of Culture – Chairman; 2. Director (Central Secretariat Library) – Member; 3. Under Secretary (Library), Ministry of Culture – Member</p> <p>Further, as per the latest instructions issued vide DoPT OM No. 39018/03/2023-Estt(B) dated 21.03.2024, consultation with the UPSC is not necessary while making an appointment by deputation (including short-term contract) for posts up to Level 13A. Accordingly, selection committee has been proposed.</p> <p>Selection Committee (for considering appointment by deputation (including short-term contract)) consisting of:</p> <ol style="list-style-type: none"> 1. Joint Secretary (Library), Ministry of Culture – Chairman; 2. Director (Central Secretariat Library) – Member; 3. Under Secretary (Library), Ministry of Culture – Member 4. An expert in the language concerned to be nominated by the
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	Secretary (Culture)- Member	
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13 Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Consultation with the Union Public Service Commission is necessary while making Direct Recruitment.	No change	-
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