

Recruitment Rules Formulation, Amendment & Monitoring System

13 Point Schedule – Annexure III

Year : 2019

**Recruitment Rules for the Post of Library Information Assistant in Min/Dept,
Ministry of Textiles/NHHM**

- (a) Name of Post : **Library Information Assistant Level – 6**
General Central Service, Group 'B',
Non-Gazetted, Non-Ministerial.
- (b) Name of Ministry/Department : **National Handicrafts and Handlooms Museum (NHHM)**
Ministry of Textiles.
- (c) Reference no. in which commissions:
advice on recruitment rules was conveyed : --
- (d) Date of notification of the original : **GSR No. 174 dt 30 Mar 1995**

Col	Classification	Provision in the existing rules	Revised provisions proposed	Reason for the revision proposed
1.	Name of the post	Library Information Officer	Library Information Assistant	No change
2.	Number of the post	1* (One) 1992 *Subject to variation dependent on work load.	One* (2019) *Subject to variation dependent on work load.	No change Except year
3.	Classification	General Central Service Group 'C' Non-Gazetted, Non-Ministerial	General Central Service, Group 'B' , Non-Gazetted, Non-Ministerial.	upgraded to Group B as the post carrying the grade pay of 4200 in PB -2 in terms of DoPT new guide lines dt 31 Dec 2010 Para 3.4) and as per 7th CPC.
4.	Pay band and grade pay or pay scale	Rs. 1400-40-1600-50-2300-EB-60-2600	Level 6, in the pay matrix Rs. 35,400 – 1,12,400/-	The pay scale has been revised to equivalent scales of 5 th , 6 th CPC and 7 th CPC Pay matrix Table
5.	Whether selection post or non selection post	Non-Selection	Selection	As the promotion method is from a Lower to higher Group in terms of DoPT OM dt 31 Mar 2015
6.	Age limits for Direct Recruits	Not exceeding 25 years: (Relaxable upto 35 years in case of Govt. servants in accordance with the instructions or orders issued by the Central Government). Note: The crucial date for determining the	Not Exceeding thirty years. Note 1:(Relaxable for Government Servants up to 5 years in accordance with the instructions or orders issued by the Central Government). Note 2: The crucial date for determining the age-limit shall be the closing date for	Changes made as per the DoPT new guide lines dt 31 Dec 2010 Para 3.7.2 & 3.7.4.1

		age limit shall be the closing date for receipt of applications from candidates in India (other than those in Andaman and Nicobar and Lakshadweep). In respect of posts, made through the Employment Exchange, the crucial date for determining the age limit will in each case be the last date upto which Employment Exchanges are asked to submit the names.	receipt of applications from candidates 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 & Spiti District and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep.	
7.	Educational and other qualifications required for direct recruits	Degree of a recognized university or equivalent.	<p>Essential :</p> <p>(i) Bachelor's Degree in Library Science or Library and Information Science of a recognized University / Institute.</p> <p>Desirable: Diploma in Computer Application from a recognized University or Institute.</p> <p>Experience:</p> <p>(ii) Two years experience in a Library under Government or Autonomous or Statutory organisation / PSU / University or Recognised Research or Educational Institution.</p> <p>Note: 1. Qualifications are relaxable at the discretion of the</p>	Qualifications upgraded in terms of model RR for Library discipline issued vide DOPT OM AB— 14017/54/2005/Estt(RR) dt 28 Mar 2013)

			<p>Staff Selection Commission or Competent Authority for reasons to be recorded in writing, in the case of candidates otherwise well qualified.</p> <p>Note. 2 : The qualifications regarding experience are relaxable at the discretion of the Staff Selection Commission or Competent Authority, for reasons to be recorded in writing, in the case of candidates belonging to Scheduled Castes or the Scheduled Tribes, if at any stage of selection, the Staff Selection Commission or Competent Authority 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 vacancy reserved for them</p>	
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8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age : No Educational Qualification : Yes	Age : No Educational Qualifications : No, but must possess Bachelor's degree from a recognized University or Institute in any discipline.	Minimum E.Q. has been prescribed as per DoPT new guidelines
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9.	Period of probation, if any	2 years	2 years for direct recruits	Changes made in terms of DoPT guidelines para 3.10.2
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods	Promotion failing which by Transfer on deputation failing both by direct recruitment	Composite method {(Promotion/deputation (ISTC)) or Absorption failing which by direct recruitment 100%	Composite method adopted for wider field of choice of candidates as there is only one post in feeder category in terms of DoPT guidelines para 3.11.7 and as per DoPT new guide lines dt 31 Dec 2010 Para 3.12.4.5
11.	In case of recruitment by promotion/ deputation / Absorption , grades from which promotion/ deputation to be made.	<p>Promotion : Library-cum-Audio Visual Clerk with 10 years regular service.</p> <p>Transfer on Deputation From amongst Central Govt. officials-</p> <p>(a) (i) holding analogous or equivalent post or (ii) post in the pay scale of Rs. 950-1500 with 10 years of continuous service in the grade</p> <p>and</p> <p>(b) possessing educational qualification and experience prescribed for direct recruits in column 7.</p> <p>Note : Period of deputation including the period of deputation in another</p>	<p>Promotion : Departmental LDC (Library) in the scale of pay Matrix of Level – 2, with minimum 18 years of regular service on that post shall also be considered along with outsiders and in case he / she is selected for appointment to the post, the same shall be deemed to have been filled by promotion</p> <p>Deputation (ISTC)/Transfer : Officers under the Government and non-govt. bodies e.g., Autonomous or statutory , PSU, University or Recognized Research Institution :-</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre / department , or</p> <p>(ii) with at least Six years of regular service in the post having pay Matrix of</p>	

		<p>ex-cadre posts held immediately preceding this appointment in same organisation / department shall ordinarily not exceed 3 years.</p>	<p>Level 5 or equivalent and (b) possessing the qualification and experience prescribed for Direct Recruitment under column 7.</p> <p>Absorption. Officers of the Central Govt. who have earlier worked at NHHM on deputation for a period of min. 2 years on analogous post Note : The maximum age limit for appointment by Deputation (ISTC) / Absorption shall not be exceeding 56 years as on the closing date of the receipt of applications.</p> <p>Notes Standard.</p>	
12.	If a Departmental Promotion Committee (DPC) exists, what is its composition	<p>Group 'C' DPC</p> <p>1) Sr. Director (M)-Chairman;</p> <p>2) Any Officer from O/o DC(HL) of the level of ADC/JDC to be nominated by the DC(HL) – Member</p> <p>3) Dy. Director of NHHM to be nominated by the Chairman - Member;</p> <p>4) Any SC/ST member of suitable rank to be nominated by Sr. Director wherever required. – Member</p>	<p>Departmental Promotion Committee (For considering Promotion) consisting of:-</p> <p>1. Senior Director (M)-Chairman</p> <p>2. Any Officer from O/o DC(HC) of the level of Director(HC) to be nominated by the DC(HC) – Member</p> <p>3. Dy. Director of NHHM to be nominated by Chairman - Member</p> <p>4. Any SC/ST member of suitable rank to be nominated by chairman, wherever required.</p> <p>Departmental Confirmation Committee (for considering confirmation) consisting of:</p> <p>1. Senior Director (M)-Chairman</p> <p>2. Any Officer from O/o DC(HC) of the level of Director(HC) to be</p>	<p>As the post is classified to Group ' B ', the composition of DPC/DCC has been revised as per latest DoPT guidelines. Further the office of NHHM which was under administrative control of Development Commissioner (Handloom) is now under Administrative control of Development Commissioner (Handicrafts).</p>

			nominated by the DC(HC) - Member 3. Dy. Director of NHHM to be nominated by Chairman - Member	
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not necessary	As the post is now in group 'B' non-gazetted, non-ministerial.

Name, address and telephone numbers of the Ministry's representative with whom these proposals may be discussed. If necessary, for clarification / early decision	D. Rama Krishna Rao Admin & Security Officer/HoO NHHM (Crafts Museum) Bhairon Marg, Pragati Maidan New Delhi -110001 aso-nhhm@gov.in Tele : 011-2337 1353 / 9509442163
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F No. 1/49(1)/2011-12/NHHM


(Sohan Kumar Jha)
Sr. Director (NHHM)

Recruitment Rules Formulation, Amendment & Monitoring System

13 Point Schedule – Annexure I

Year : 2019

**Recruitment Rules for the Post of Library Information Assistant, in Min/Dept,
Ministry of Textiles/NHHM**

Name of Post	No. of Posts	Classification	Pay Level in the Pay Matrix	Whether Selection Post/ Non Selection Post
1	2	3	4	5
Library Information Assistant	One* (2019) *Subject to variation dependent on work load.	General Central Service, Group 'B' , Non- Gazetted, Non-Ministerial	Level-6 in the pay matrix (Rs.35,400 – 1,12,400/-)	Selection
Age limit for Direct Recruits	Educational and other Qualification required for direct recruits	Whether Age and Educational Qualification prescribed for direct recruitment 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.
6	7	8	9	10
Not Exceeding thirty years. Note1:(Relaxable for Government Servants up to 5 years in accordance with the instructions or orders issued by the Central Government). Note2: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh	Essential : (i) Bachelor's Degree in Library Science or Library and Information Science of a recognized University / Institute. Desirable: Diploma in Computer Application from a recognized University or Institute. Experience: (ii) Two years experience in a Library under Government or Autonomous or Statutory	Age : No Educational Qualifications : No, but must possess Bachelor's Degree from a recognized University/Institute in any discipline.	2 years for direct recruits, and/on promotion from lower group.	Composite method {(Promotion/deputation (ISTC)) or Absorption), failing which by direct recruitment 100 %.

<p>Division of Jammu and Kashmir State, Lahaul & Spiti District and Pangj sub-division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep.</p>	<p>organisation / PSU / University or Recognised Research or Educational Institution.</p> <p>Note: 1. Qualifications are relaxable at the discretion of the Staff Selection Commission or Competent Authority for reasons to be recorded in writing, in the case of candidates otherwise well qualified.</p>			
	<p>Note. 2 : The qualifications regarding experience are relaxable at the discretion of the Staff Selection Commission or Competent Authority, for reasons to be recorded in writing, in the case of candidates belonging to Scheduled Castes or the Scheduled Tribes, if at any stage of selection, the Staff Selection Commission or Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience</p>			

	are not likely to be available to fill up the vacancy reserved for them			
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In case of recruitment by promotion/deputation (ISTC)/absorption, grades from which promotion/deputation/absorption to be made

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Promotion : Departmental LDC (Library) in the scale of pay Matrix of Level – 2, with minimum 18 years of regular service on that post shall also be considered along with outsiders and in case he / she is selected for appointment to the post, the same shall be deemed to have been filled by promotion

Deputation (ISTC)/Transfer : Officers under the Government and non-govt. bodies e.g., Autonomous or statutory , PSU, University or Recognized Research Institution :-
(a) (i) holding analogous posts on regular basis in the parent cadre / department , or

(ii) with at least **Six** years of regular service in the post having pay Matrix of Level 5 or equivalent and

(b) possessing the qualification and experience prescribed for Direct Recruitment under column 7.
Absorption. Officers of the Central Govt. who have earlier worked at NHHM on deputation for a period of min. 2 years on analogous post

Note : The maximum age limit for appointment by Deputation (ISTC) / Absorption shall not be exceeding 56 years as on the closing date of the receipt of applications.

Notes Standard.

If a departmental Promotion Committee exists, what is its composition

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Circumstances in which UPSC to be consulted in making recruitment


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Departmental Promotion Committee (For considering Promotion) consisting of:-
1. Senior Director (M)-Chairman
2. Any Officer from O/o DC(HC) of the level of Director(HC) to be nominated by the **DC(HC)** – Member
3. Dy. Director NHHM to be nominated by Chairman - Member
4. Any SC/ST member of suitable rank to be nominated by chairman, wherever required.

Departmental Confirmation Committee (for considering confirmation) consisting of:
1. Senior Director (M)-Chairman
2. Any Officer from O/o DC(HC) of the level of Director(HC) to be nominated by the **DC(HC)** – Member
3. Dy. Director of NHHM to be nominated by Chairman - Member

Not necessary

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