

No. A.12011/6/2019-Ad.IA
Government of India
Ministry of Finance
Department of Economic Affairs
(Administration Division)

Room No. 230, North Block,
New Delhi, the 14th October, 2019

OFFICE MEMORANDUM

Subject: Amendment of Recruitment Rules (RRs) for the post of Library and Information Assistant in the Ministry of Finance, Department of Economic Affairs.

The undersigned is directed to refer to DOPT's O.M. No. AB-14017/61/2008-Estt.(RR) dated 13.10.2015 on the subject mentioned above and to invite comments from all the stakeholders within 30 days from the date of uploading the proposed framing of RR for the post of Library and Information Assistant in the Ministry of Finance, Department of Economic Affairs on the website.



(Sanjeev Gupta)

Under Secretary to the Govt. of India

To

All the stakeholders

Library and Information Assistant

SCHEDULE

Name of post	Number of posts	Classification	Level in the Pay Matrix	Whether Selection Post or Non selection Post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Library and Information Assistant	2 * (2019) * subject to variation dependent on workload	General Central Service Group 'B', Non Gazetted, Non Ministerial	Level-6 of the pay matrix (Rs. 35,400 – 1,12,400)	Non Selection	Not applicable

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/absorption and percentage of the vacancies to be filled by various methods
(7)	(8)	(9)	(10)
Not applicable	Not applicable	Not applicable	By Promotion failing which by deputation

In case of recruitment / 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
(11)	(12)	(13)
<p>Promotion:</p> <p>Library Clerk in level 6 in the pay matrix or equivalent with ten years of regular service in the grade possessing Certificate Course in Library Science or Library and Information Science and having successfully completed training of two weeks in the field of Library and Information Science.</p> <p>Deputation:</p> <p>Officials under Central Government or State Government or Union territory administration :</p> <p>(i) holding analogous posts on regular basis; or</p> <p>(ii) with six years of regular service in posts in level 5 of the pay matrix or equivalent; or</p> <p>(iii) with 10 years of regular service in posts in level 2 of the pay matrix or equivalents, and</p> <p>possessing Bachelor's Degree in Library Science or Library and Information Science of a recognised university or institute with two years' professional experience in a Library under the Central or State Government or autonomous or statutory organisation or Public Sector Undertaking</p>	<p>Group 'B' Departmental Promotion Committee</p> <p>1. Director/Deputy Secretary (Administration), Department of Economic Affairs</p> <p>2. Director/Deputy Secretary (Administration), Department of Expenditure</p> <p>3. Director/Deputy Secretary (Administration),</p>	<p>Not Applicable</p>

<p>or university or recognised research or educational institution.</p> <p>Note :</p> <ol style="list-style-type: none">1. Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department or the Central Government shall ordinarily not exceed three years.2. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.	<p>Department of Revenue</p> <p>Note: DPC will be chaired by senior most officer from the above composition.</p>	
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