

ANNEXURE – I

APPOINTMENT RULES FOR: ASSISTANT LIBRARY & INFORMATION OFFICER IN MINISTRY: MINISTRY OF COMMERCE AND INDUSTRY
DEPARTMENT OF INDUSTRIAL POLICY AND PROMOTION

TRADE MARKS & GEOGRAHICAL INDICATIONS REGISTRY UNDER CONTROL OF DEPARTMENT OF INDUSTRIAL POLICY AND PROMOTION

Name of the post	Number of post	Classification	Level in the Pay Matrix	Whether selection or Non – selection post	Age limit for direct recruits
1	2	3	4	5	6
Assistant Library & Information Officer	*1 (2018) * Subject to variation dependent of workload	General Central Service Group 'B' Gazetted Ministerial	Level – 7 in Pay Matrix	Not applicable	Not applicable

Educational and other qualifications required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes	Period of probation if any	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of vacancy to be filled by various methods
7	8	9	10
Not applicable	Not applicable	Not applicable	Composite method (Deputation plus promotion).

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.
11	12	13
Composite Method (Deputation plus Promotion) : Officers of the Central or State Governments or Union territories Administration:- (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with five years service in the grade rendered after appointment thereto on a regular basis in posts in the Level – 6 in Pay Matrix or equivalent in the parent cadre or department; and (b) possessing the following educational qualifications and experience, namely:- Essential: (i) a Bachelor's degree from a recognised University; (ii) a Bachelor's degree in Library Science of a recognised University; and (iii) two years' professional experience in a public or institutional library or a diploma in computer applications from a recognised University or Institute.	Not applicable	Consultation with the Union Public Service Commission necessary on each occasion.

<p>Desirable:</p> <p>(i) post graduate degree from a recognised University;</p> <p>(ii) two years experience of handling documentation work in a public or institutional library.</p> <p>Note 1.- The Departmental Library and Information Assistant in the Level – 6 in Pay Matrix with five years regular service in the grade will also be considered along with the outside officers and if he is selected for appointment to the post, the post shall be deemed to have been filled by promotion.</p> <p>Note 2.- 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>Note 3.- Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.</p> <p>Note 4 - : For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st day of January, 2016 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 said Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any up-gradation.</p>		
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