

## ANNEXURE – I

APPOINTMENT RULES FOR: LIBRARY AND INFORMATION ASSISTANT

IN MINISTRY: MINISTRY OF COMMERCE AND INDUSTRY  
DEPARTMENT OF INDUSTRIAL POLICY AND PROMOTION

TRADE MARKS & GEOGRAPHICAL 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
Library and Information Assistant	*01 (2018) * Subject to variation dependent of workload	General Central Service Group 'B' Non-Gazetted, Non-Ministerial	Level – 6 in Pay Matrix	Not applicable	Not exceeding 30 years. (Relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government) 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 J & K State, Lahaul & Spiti district and Pangi sub division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshdweep.

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
<p><b>Essential:</b>  i) Bachelors Degree in Library Science or Library and Information Science of a recognized University/ Institute;  ii) Two years' professional experience in a Library under Central /State Government / Autonomous or Statutory organisation/ PSU / University or Recognized Research or Educational institution.</p> <p><b>Desirable:</b>  Diploma in computer Application from a recognized University or Institute.</p> <p>Note 1: Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified for reasons to be recorded.</p> <p>Note 2: The qualification(s) regarding experience is /are relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes and Scheduled Tribes if, any stage of selection, the 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 vacancies reserved for them</p>	Not applicable	Two Years	Direct recruitment.  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 by deputation basis from the officials of the Central Government holding analogous posts on regular basis and possessing the qualifications prescribed for direct recruits under Column 7.

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
Not applicable.	Group B Departmental Confirmation Committee consisting of: -  01. Senior Joint Registrar / Joint Registrar / Deputy Registrar / of Trade Marks & Geographical Indications – Chairman 02. Assistant Registrar / Senior Examiner / Examiner of Trade Marks & Geographical Indications – Member 03. Deputy Controller / Assistant Controller of Patents and Designs – Member  <b>Note:</b> In case of designated officers are not available in Trade Marks & GI Registry, Corresponding officers from Patent Office may be considered for constitution of DPC.	Not applicable.