

Q/CAD/798/5/2016  
Ministry of External Affairs  
Cadre Cell

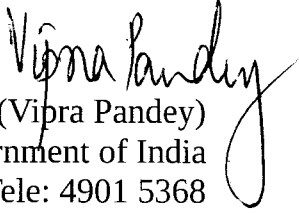
23-D, Janpath, 4<sup>th</sup> Floor,  
Jawaharlal Nehru Bhawan  
New Delhi - 110 011  
Dated: September 23, 2016

Circular

Subject: Comments on the Draft Recruitment Rules

The Ministry of External Affairs proposes to frame and amendment of Recruitment Rules for the posts of Library and Information Cadre of the Ministry of External Affairs.

2. Accordingly, all stakeholders, viz Ministries/ Departments, Service Associations and individual Officers may submit their comments on the RRs latest by 26<sup>th</sup> October 2016. The comments may also be furnished via email at [uscadre@mea.gov.in](mailto:uscadre@mea.gov.in)

  
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Government of India  
Ministry of External Affairs

New Delhi, September, 2016

NOTIFICATION

G.S.R.-----In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of External Affairs, Chief Librarian (Class – I Gazetted) and Librarian (Class-II Non-Gazetted) Recruitment Rules, 1971 and amendments thereon and Ministry of External Affairs (Senior Librarian) Recruitment Rules, 1987, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules, regulating the method of recruitment to certain Group 'A' and Group 'B' posts in the Library and Information Cadre of the Ministry of External Affairs, namely :-

1. (I) Short title and commencement.- These Rules may be called the Ministry of External Affairs, Library and Information Cadre Recruitment Rules, 2016.

(II) They shall come into force on the date of their publication in the Official Gazette.

2. Number of posts, classification and scale of pay.- The number of the said post, its classification and the scales of pay attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. Method of recruitment, age limit, qualifications, etc.- The method of recruitment to the said post, age limit, qualifications and other matters relating thereto, shall be as specified in columns (5) to (13) of the said Schedule.

4. Disqualifications.-  
No person, –

- (a) who has entered into or contracted a marriage with a person having a spouse living, or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts :

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal laws applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Power to relax.- Where the Central Government is of the opinion that it is necessary or expedient to do so, it may by order, for reasons to be recorded in writing and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving.-Nothing in these rules shall affect reservations, and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Armed Forces Personnel and other categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of Post	Number of post	Classification	LEVEL in the PAY MATRIX	Whether Selection post or non-Selection post	Age limit for direct recruits
1	2	3	4	5	6
Director (Library & Information)	1* (2016) * Subject to variation dependent on workload	General Central Service, Group 'A', Gazetted, Non – Ministerial	Level 13	Selection	Not exceeding 50 years. (Relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government). Note: The crucial date for determining the age limit shall be as advertised by the UPSC.

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees
7	8
<p><b>Essential:</b></p> <p>i. Master's Degree in Library Science or Library and Information Science of a recognized University/ Institute.</p> <p>ii. Fifteen years' professional experience in a Library under Central/ State Government/ Autonomous or Statutory organization/PSU/ University or Recognized Research or Educational Institution.</p> <p><b>Desirable:</b></p> <p>i. One year experience of computerizing Library activities in Library under Central/State Government/ Autonomous or Statutory organization/ PSU/ University or recognized Research or Educational Institution.</p> <p>ii. One year professional experience in documentation work.</p> <p>iii. Diploma in Computer Application from a recognized University or Institute.</p> <p>iv. Working knowledge of any one modern European Language other than English.</p> <p>Note 1: Qualifications are relaxable for reasons to be recorded at the discretion of the Union Public Service Commission in the 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 in the case of candidates belonging to Scheduled Castes and Scheduled Tribes</p>	<p>Age: No</p> <p>Educational Qualifications: Yes</p>

if, at any stage of selection, the Union Public Service Commission 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.				
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	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 to be consulted in making recruitment
9	10	11	12	13
Two years for direct recruits.	By promotion failing which by deputation and failing both by direct recruitment	<p><u>Promotion</u></p> <p>Library &amp; Information Officer in Level 11 in Pay Matrix with 10 years' regular service in the grade possessing the qualification prescribed for direct recruits in Col. 7 and successfully completed training of four weeks in the field of Library and Library Science.</p> <p><u>Deputation</u></p> <p>Officers under the Central Government -</p> <p>(a) (i) holding analogous posts on a regular basis; or</p> <p>(ii) with five years' regular service in posts in Level 12 in the Pay Matrix or equivalent; and</p> <p>(b) possessing the educational qualifications and experience prescribed for direct recruits under column 7.</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 deputationist 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 .</p>	<p>Group 'A' DPC (for promotion)</p> <p>1. Chairman/ Member, UPSC – Chairman</p> <p>2. Joint Secretary (Administration) – Member</p> <p>3. Joint Secretary (PP&amp;R) – Member</p> <p>Group 'A' DPC (for considering confirmation)</p> <p>1. Additional Secretary (Administration) – Chairman</p> <p>2. Joint Secretary (Administration) – Member</p>	Consultation with the Union Public Service Commission is necessary while making direct recruitment.

		3. The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.			3. Joint Secretary (PP&R) - Member	
Name of Post	Number of post	Classification	LEVEL in the PAY MATRIX	Whether Selection post or non-Selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7
Library & Information Officer	1* (2016) * Subject to variation dependent on workload	General Central Service, Group 'A', Gazetted, Non - Ministerial	Level 11	Selection	Not applicable	Not applicable

Whether age and educational qualifications prescribed for direct recruits will apply in 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
8	9	10
Not applicable	Not applicable	Promotion failing which by deputation.

In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made
11
<p><b>Promotion:</b> Assistant Library &amp; Information Officer in Level 7 in the Pay Matrix with 7 years' regular service in the grade possessing Bachelor's Degree in Library Science or Library and Information Science of a recognized University/ Institute and successfully completed training of three weeks in the field of Library and Library Science.</p> <p><b>Deputation:</b> Officers under the Central Government - (a) (i) holding analogous posts on a regular basis; or (ii) with 7 years' regular service in posts in Level 7 in the Pay Matrix or equivalent; and (b) possessing the following Educational Qualifications and Experience:</p> <p><b>Essential</b> (i) Master's Degree in Library Science or Library and Information Science of a recognized University/ Institute; (ii) Five years' professional experience in a Library under Central/ State Government/ Autonomous or Statutory organization/ PSU/ University or Recognized Research or Educational Institution.</p>

Desirable

(i) One year experience of computerizing Library activities in a Library under Central/ State Government/ Autonomous or Statutory organization/ PSU/ University or recognized Research or Educational Institution.

(ii) One year professional experience in documentation work.

(iii) Diploma in Computer Application from a recognized University or Institute.

(iv) Working knowledge of any one modern European language other than English.

Note:

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 deputationist 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 four years.

3. The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.

If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
12	13
Group 'A' DPC (for promotion) 1. Chairman or Member, UPSC – Chairman 2. Joint Secretary (Administration) – Member 3. Director (Library & Information) - Member	Consultation with UPSC not necessary

Name of Post	Number of post	Classification	LEVEL in the PAY MATRIX	Whether Selection post or non-Selection post	Age limit for direct recruits
1	2	3	4	5	6
Assistant Library & Information Officer	3* (2016) * Subject to variation dependent on workload	General Central Service, Group 'B', Gazetted, Non - Ministerial	Level 7	Selection	Not exceeding 30 years. (Relaxable for Government servant upto 5 years in accordance with the instructions or orders issued by the Central Government).  Note: The crucial date for determining the age limit shall be as advertised by the UPSC.

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Period of probation, if any
7	8	9
<u>Essential</u> (i) Bachelor's 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 organization/ PSU/ University or Recognized Research or Educational Institution.  <u>Desirable</u> (i) Master's Degree in Library Science or Library and Information Science of a recognized University/ Institute. (ii) Diploma in Computer Applications from a recognized University/ Institute. iii. Working knowledge of any one modern European Language other than English. iv. Experience of documentation work	Age: No Educational Qualification: No, but must possess Bachelor's Degree in Library Science or Library and Information Science of a recognized University/ Institute	Two years for direct recruits.

<p>Note:</p> <p>1. Qualifications are relaxable at the discretion of the Union Public Service Commission in the case of candidates otherwise well qualified for reasons to be recorded.</p> <p>2. The qualifications regarding experience are relaxable at the discretion of the Union Public Service Commission 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 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>			
<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>In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made</p>	<p>If a Departmental Promotion Committee exists what is its composition</p>	<p>Circumstances in which Union Public Service Commission to be consulted in making recruitment</p>
<p>10</p>	<p>11</p>	<p>12</p>	<p>13</p>
<p>By promotion failing which by deputation failing both by direct recruitment.</p>	<p><u>Promotion</u></p> <p>Senior Library &amp; Information Assistant in Level 6 in the Pay Matrix with five years' regular service in the grade and successfully completed training of two weeks in the field of Library and Library Science.</p> <p><u>Deputation</u></p> <p>Officers under the Central Government -  (a) (i) holding analogous posts on a regular basis; or  (ii) with five years' regular service in posts in Level 6 in the Pay Matrix or equivalent; and  (b) possessing the educational qualifications and experience prescribed for direct recruits under column 7.</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</p>	<p>Group 'B' DPC (for promotion)</p> <p>1. Joint Secretary (Administration) - Chairman</p> <p>2. Director (PP&amp;R) / Deputy Secretary (PP&amp;R) - Member</p> <p>3. Director (Library &amp; Information) - Member</p> <p>Group 'B' DPC (for considering confirmation)</p> <p>1. Joint Secretary (Administration) - Chairman</p> <p>2. Director (PP&amp;R) / Deputy Secretary (PP&amp;R) - Member</p>	<p>Consultation with the Union Public Service Commission necessary while making appointment by direct recruitment.</p>



<p>deputation. Similarly, deputationist 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 shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>	<p>3. Director (Library &amp; Information) - Member</p>
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Name of Post	Number of post	Classification	LEVEL in the PAY MATRIX	Whether Selection post or non-Selection post	Age limit for direct recruits
1	2	3	4	5	6
Senior Library & Information Assistant	6* (2016) * Subject to variation dependent on workload	General Central Service, Group 'B', Non-Gazetted, Non – Ministerial	Level 6	Not applicable	Not exceeding 30 years.  (Relaxable for Government servant upto 5 years in accordance with the instructions or orders issued by the Central Government.)  Note: The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees
7	8
<p><u>Essential</u></p> <p>(i) Bachelor's Degree in Library Science or Library and Information Science of a recognized University/ Institute;</p> <p>(ii) Two years' professional experience in a Library under Central/ State Government/ Autonomous or Statutory organization/ PSU/ University or Recognized Research or Educational Institution.</p> <p><u>Desirable</u></p> <p>i. Diploma in Computer Applications from a recognized University/ Institute.</p> <p>ii. Master's Degree in Library Science or Library and Information Science of a recognized University/Institute.</p>	<p>Not applicable</p>

iii. Working knowledge of any one modern European Language other than English.

iv. Experience in a Library having collection of maps; or Knowledge of Geography and of cartographic and bibliographic guidance in selection and evaluation of maps.

Note:

1. Qualifications are relaxable at the discretion of the Staff Selection Commission in the case of candidates otherwise well qualified for reasons to be recorded.

2. The qualifications regarding experience are relaxable at the discretion of the Staff Selection Commission in the case of candidates belonging to Scheduled Castes and Scheduled Tribes if at any stage of selection, the Staff Selection Commission 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.

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	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 to be consulted in making recruitment
9	10	11	12	13
Two years for direct recruits.	Direct recruitment  Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of the Central Government holding analogous posts on regular basis and possessing the qualifications prescribed for direct recruits under column 7.	Not applicable	Group 'B' DPC (for considering confirmation)  1. Joint Secretary (PP&R) - Chairman  2. Director (Administration) - Member  3. Library and Information Officer - Member	Consultation with the Union Public Service Commission not necessary.

[No. Q/CAD/798/05/2016]  
Vipra Pandey, Under Secretary (Cadre)