URGENT

Tele: 23019615
39560/Civ/8/RR/Thul/E1A
| 3 Nov 2019 |

ENGINEER-IN-CHIEF'S BRANCH
E1A

REVISION OF PAY SCALES AMENDMENT OF RECRUITMENT RULES
OF LIBRARY STAFF : CME, PUNE

1. As per DoP&T OM No AB-14017/61/2008 dated 13 Oct 2018 the proposed
amendment /revision in the RRs has to be put up on the website of respective Ministries/
Departments for 30 days for inviting comments from the stakeholders.

2. Keeping in view of above a copy of the draft RRs in r/o Civilian trades of Library
Staff of CME, Pune is forwarded herewith for uploading the same in the website of MES.

(Rajeev Srivastava)
Col
Director E1A

Automation Cell
[TO BE PUBLISHED IN THE GAZETTE OF INDIA, PART II, SECTION 4]

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE

NOTIFICATION

New Delhi, the _______, 2017.

S.R.O. _______. In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the College of Military Engineering Pune, Library Clerk Recruitment Rules, 2012, Library Information Assistant Recruitment Rule 2013 and Assistant Library and Information Officer Recruitment Rule 2014 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 the post of Library Clerk, Library Information Assistant and Assistant Library and Information Officer in the College of Military Engineering, Pune under the Ministry of Defence, namely:

1. **Short title and commencement.** - (1) These rules may be called the Ministry of Defence, Civilians in Defence Services (Group ‘C’) Library Clerk (Group ‘B’ Non Gazetted) Library Information Assistant and (Group ‘B’ Gazetted post) Assistant Library and Information Officer in College of Military Engineering, Pune, Recruitment Rules, 2017.

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

2. **Number of posts, classification, Pay Level in the Pay Matrix.** — The number of post, its classification and the level in the Pay Matrix shall be as specified in columns (2) to (4) of the Schedule annexed in these rules.

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

4. **Disqualification.** - 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 post:

   Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and 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 so to do, it may, by order and for reasons to be recorded in writing and in consultation with 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 reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes, the Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.
### SCHEDULE

<table>
<thead>
<tr>
<th>Name of post</th>
<th>Number of posts</th>
<th>Classification</th>
<th>Level in the Pay Matrix</th>
<th>Whether selection or non-selection post</th>
<th>Age-limit for direct recruits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Library and Information Officer</td>
<td>01* (2019)</td>
<td>General Central Services Group 'B' Gazetted Non-Ministerial</td>
<td>Level-7 (Rs 44900-142400)</td>
<td>Selection</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

*Subject to variation dependent on workload

### Educational and other qualifications required for direct recruits

<table>
<thead>
<tr>
<th>Period of probation, if any</th>
<th>Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not applicable</td>
<td>By promotion failing which by deputation (including short-term contract)</td>
</tr>
</tbody>
</table>
In case of recruitment by promotion or deputation/absorption Level in the Pay Matrix from which promotion or deputation/absorption to be made

<table>
<thead>
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<th>(11)</th>
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</table>

**Promotion:**
Library and Information Assistant with five years' service in Level-6 (Rs 35400-112400) of the Pay Matrix rendered after appointment thereto on regular basis and successfully completed training of 2 to 4 weeks in the field of Library and Library Science.

**Note-1.** Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

**Note-2.** For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016, or 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, grade pay or pay scale 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 Level/grade with a common Level, grade pay or pay scale, and where this benefit will extend only for the posts for which that Level, grade pay or pay scale in the normal replacement Level without any up-gradation.

**Deputation (including short term contract):**
Officers under the Central Government or State Government or Union territories or Public Sector Undertakings or autonomous organisation or University or a recognised research institution -

(a) (i) holding analogous posts on a regular basis; or
(ii) with five years of service in the grade rendered after appointment thereto on regular basis in the Level-6 (Rs 35400-112400) of the Pay Matrix or equivalent; and
(b) possessing the following educational qualifications and experience prescribed as under -

**Essential:**
(i) Bachelors Degree in Library and Information Science of a recognized University.
(ii) two years professional experience in a Library under Central Government or State Government or Autonomous or Statutory organization or Public Sector Undertakings or University or Recognized Research or Educational Institution.

**Desirable:**
(i) Master's Degree in Library Science or Library and Information Science of a recognized University or Institute.
(ii) Diploma in Computer Applications from a recognized University or Institute.

**Note-1.** - The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputations shall not be eligible for consideration for appointment by promotion.

**Note-2.** - Period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.

**Note-3.** - The maximum age limit for appointment by deputation (including short term contract) shall be 56 years as on the closing date of receipt of application.

**Note-4.** - For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2016, or 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, grade pay or pay scale 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 Level/grade with a common Level, grade pay or pay scale, and where this benefit will extend only for the posts for which that Level, grade pay or pay scale in the normal replacement Level without any up-graduation.
If a Departmental Promotion Committee exists, what is its composition?

Circumstances in which Union Public Service Commission to be consulted in making recruitment

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<tr>
<th>(12)</th>
<th>(13)</th>
</tr>
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<tbody>
<tr>
<td>Group ‘B’ Departmental Promotion Committee (for considering promotion) consisting of -</td>
<td>Consultation with Union Public Service Commission is necessary while appointing an officer on deputation (including short-term contract)</td>
</tr>
<tr>
<td>1. Deputy Director General (Personnel) ‘M’ Engineer-in-Chief’s Branch - Chairman</td>
<td></td>
</tr>
<tr>
<td>2. Director, Engineer-in-Chief’s Branch - Member</td>
<td></td>
</tr>
<tr>
<td>3. Under Secretary, Ministry of Defence - Member</td>
<td></td>
</tr>
</tbody>
</table>

[File No: 39560/Civ/RR/Asst Lib & Info Offr/E1A/ D(Appts)/ 2017-RR]

Authenticated by

(Dinesh Kumar)
Dy Dir E1A (E-in-C’s Branch)

Published

Under Secretary to the Government of India
FORM TO BE FILLED BY THE MINISTRY / DEPARTMENT WHILE FORWARDING PROPOSALS TO THE DEPARTMENT OF PERSONNEL AND TRAINING AND THE UNION PUBLIC SERVICE COMMISSION FOR AMENDMENT OF APPROVED RECRUITMENT RULES

1. (a) Name of the Post | Assistant Library and Information Officer
   (b) Name of the Ministry/Department | Ministry of Defence/Engineer-in-Chief's Branch/College of Military Engineering, Pune

2. Reference No in which Commission's advise on recruitment rules was conveyed | SRO No 01 dated 22 Dec 2014

3. Date of notification of the Original rules and subsequent amendments (copy of the Original rules and subsequent amendments be enclosed, duly flagged and referenced)

<table>
<thead>
<tr>
<th>Col No</th>
<th>Provisions in the approved rules</th>
<th>Revised provisions proposed</th>
<th>Reasons for the revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Assistant Library and Information Officer</td>
<td>Assistant Library and Information Officer</td>
<td>No Change</td>
</tr>
<tr>
<td>2</td>
<td>01* (2014)</td>
<td>01* (2017)</td>
<td>No Change</td>
</tr>
<tr>
<td>3</td>
<td>General Central Services Group ‘B’, Gazetted, Non-Ministerial</td>
<td>General Central Services Group ‘B’, Gazetted, Non-Ministerial</td>
<td>No Change</td>
</tr>
<tr>
<td>5</td>
<td>Selection</td>
<td>Selection</td>
<td>No change</td>
</tr>
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</table>

Contd.....2/-
<table>
<thead>
<tr>
<th></th>
<th>Not applicable</th>
<th>Not applicable</th>
<th>No Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>No Change</td>
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<td>No Change</td>
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<tr>
<td>8</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>No Change</td>
</tr>
<tr>
<td>9</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>No Change</td>
</tr>
<tr>
<td>10</td>
<td>By promotion failing which by deputation (including short-term contract).</td>
<td>By promotion failing which by deputation (including short-term contract).</td>
<td>No Change</td>
</tr>
<tr>
<td>11</td>
<td><strong>Promotion:</strong> Library and Information Assistant (Pay Band-2 Rs 9300-34800 with Grade Pay of Rs 4200 with five years' service in the grade rendered after appointment thereto on regular basis and successfully completed training of 2 to 4 weeks in the field of Library and Library Science. <strong>Note-1.</strong> - Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service. <strong>Note-2.</strong> - For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006, the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended shall be deemed to be service rendered in the corresponding grade pay or pay scale 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 posts for which that grade pay or pay scale in the normal replacement grade without any up-gradation.</td>
<td><strong>Promotion:</strong> Library and Information Assistant with five years' service in Level-6 (Rs 35400-112400) of the Pay Matrix rendered after appointment thereto on regular basis and successfully completed training of 2 to 4 weeks in the field of Library and Library Science. <strong>Note-1.</strong> - Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service. <strong>Note-2.</strong> - For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016, or 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, grade pay or pay scale 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 Level/grade with a common Level, grade pay or pay scale, and where this benefit will extend only for the posts for which that Level, grade pay or pay scale in the normal replacement Level without any up-gradation.</td>
<td>No Change, except pay structure as per 7th CPC.</td>
</tr>
</tbody>
</table>

Contd....3/-
Deputation (including short term contract): Officers under the Central Government or State Government or Union territories or Public Sector Undertakings or autonomous organization or University or a recognized research institution -

(a) (i) holding analogous posts on a regular basis; or
(ii) with five years of service in the grade rendered after appointment thereto on regular basis in the Pay Band-2 Rs. 9300-34800 with Grade Pay of Rs. 4200/- or equivalent; and
(b) possessing the following educational qualifications and experience prescribed as under -

Essential:
(i) Bachelor's Degree in Library and Information Science of a recognized University or a recognized research institution.
(ii) Two years professional experience in a Library under Central Government or State Government or Autonomous or Statutory organization or Public Sector Undertakings or University or a recognized research or educational institution.

Desirable:
(i) Master's Degree in Library Science or Library and Information Science of a recognized University or Institute.
(ii) Diploma in Computer Applications from a recognized University or Institute.

Note-1: - The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputations shall not be eligible for consideration for appointment by promotion.

Note-2: - Period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.

Note-3: - The maximum age limit for appointment by deputation (including short-term contract) shall not be exceeding 56 years as on the closing date of receipt of application.

Note-4: - For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendation 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 shall extend only for the posts for which that grade pay or pay scale is the normal replacement grade without any up-gradation.

Deputation (including short term contract): Officers under the Central Government or State Government or Union territories or Public Sector Undertakings or autonomous organization or University or a recognized research institution -

(a) (i) holding analogous posts on a regular basis; or
(ii) with five years of service in the grade rendered after appointment thereto on regular basis in the Level-6 (Rs 35400-112400) of the Pay Matrix or equivalent; and
(b) possessing the following educational qualifications and experience prescribed as under -

Essential:
(i) Bachelor's Degree in Library and Information Science of a recognized University or a recognized research institution.
(ii) Two years professional experience in a Library under Central Government or State Government or Autonomous or Statutory organization or Public Sector Undertakings or University or a recognized research or educational institution.

Desirable:
(i) Master's Degree in Library Science or Library and Information Science of a recognized University or Institute.
(ii) Diploma in Computer Applications from a recognized University or Institute.

Note-1: - The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputations shall not be eligible for consideration for appointment by promotion.

Note-2: - Period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.

Note-3: - The maximum age limit for appointment by deputation (including short-term contract) shall not be exceeding 56 years as on the closing date of receipt of application.

Note-4: - For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2016, or 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, grade pay or pay scale 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 Level/grade with a common Level, grade pay or pay scale, and where this benefit will extend only for the posts for which that Level, grade pay or pay scale in the normal replacement Level without any up-gradation.
| 12 | Group 'B' Departmental Promotion Committee (for considering promotion) consisting of -  
|    | 1. Deputy Director General (Personnel) 'M' Engineer-in-Chief's Branch - Chairman  
|    | 2. Director, Engineer-in-Chief's Branch - Member  
|    | 3. Under Secretary, Ministry of Defence - Member  
| 13 | Consultation with Union Public Service Commission is necessary while appointing on officer on deputation (including short-term contract)  

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| 5. | Name, addressed and Telephone Nos of the Ministry's representatives with whom these proposals may be discussed if necessary for clarification/early decision  
|    | Dinesh Kumar  
|    | Dy Dir E1A  
|    | E-in-C's Branch  
|    | New Delhi  
|    | Tele : (011) 23019615  

Signature of the Officer sending the proposals
## SCHEDULE

<table>
<thead>
<tr>
<th>Name of Post</th>
<th>Number of Posts</th>
<th>Classification</th>
<th>Level in the Pay Matrix</th>
<th>Whether Selection or Non-Selection post</th>
<th>Age limit for Direct Recruits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Information Assistant</td>
<td>06* <em>(2019)</em> Subject to variation dependent or workload</td>
<td>General Central Services Group ‘B’ Non-Gazetted, Non-Ministrial.</td>
<td>Level-6 (Rs 35400-112400)</td>
<td>Selection</td>
<td>Not exceeding 30 years (Relaxable for Government servant's upto five years in accordance with the instructions or orders issued by the Central Government).</td>
</tr>
</tbody>
</table>

**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, Laddakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Union Territory of Andaman and Nicobar Islands or Lakshadweep.)
### Educational and other qualifications required for Direct Recruits.

<table>
<thead>
<tr>
<th>(7)</th>
<th>(8)</th>
<th>(9)</th>
<th>(10)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Educational Qualifications</strong></td>
<td><strong>Age</strong></td>
<td><strong>Period of probation, if any</strong></td>
<td><strong>Method of recruitment</strong></td>
</tr>
<tr>
<td><strong>Essential</strong>:</td>
<td><strong>No</strong></td>
<td>Two years for direct recruits and promotes.</td>
<td>50% by Promotion, failing which by Deputation including short-term contract; and 50% by Deputation including short-term contract or re-employment of Ex-Servicemen, failing which by direct recruitment.</td>
</tr>
<tr>
<td>(i) Bachelor Degree in Library Science or in Library and Information Science from a recognised University.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii) One year professional experience in a Library in Government or Autonomous or Statutory Organisation or Public Sector Undertakings or University or a recognised Research Institution.</td>
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<td></td>
</tr>
</tbody>
</table>

**Note**: Qualifications are Relaxable at the discretion of the Central Government for reasons to be recorded in writing, in the case of candidates otherwise well qualified.

**Note**: The qualification(s) regarding experience is/are Relaxable at the discretion of the Central Government for reasons to be recorded in writing in the case of candidates belonging to the Scheduled Castes or the 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.

**Desirable**: Diploma in computer application from a recognised university or institute.
In case of recruitment by promotion or Deputation/Absorption Level in the Pay Matrix from which Promotion or Deputation/Absorption to be made.

Promotion:
Departmental Library Clerk(s) in the Level-2 (Rs 19900-63200) with ten years service in the grade rendered after appointment thereto on regular basis and possessing:

(i) Bachelor Degree of a recognised University.
(ii) Bachelor Degree or three years Diploma in Library Science of a recognised University or Institute.

Note: The eligibility service for promotion to the post of Library Information Assistant shall continue to be three years for person holding the feeder post of Library Clerk on regular basis on the date of Notification of these rules.

Note: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service, or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying or eligibility service.

Note: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January 2016 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, Grade Pay or Pay Scale extended based on the recommendations of the Pay Commission, except where there has been merger of more than one pre-revised scale of Pay into one Level/grade with a common Level, grade pay or pay scale, and where this benefit will extend only for the posts for which that Level, Grade Pay or Pay Scale in the normal replacement grade without any up-gradation.

Deputation including short term contract:
Officers under the Central Government or State Government or Union Territories or Public Sector Undertakings or Autonomous Organisation or University or a recognised Research Institution:

(a) (i) Holding analogous posts on a regular basis; or
(ii) With six years of service in the grade rendered after appointment thereto on regular basis in the Level-5 of the Pay Matrix or equivalent; and
(b) Possessing the educational qualifications and experience prescribed for direct recruits under column (7).
In case of recruitment by promotion or Deputation/Absorption Level in the Pay Matrix from which Promotion or Deputation/Absorption to be made.

| (11) |

Deputation or Re-employment (For Ex-Serviceman): The Armed Forces Personnel of the Rank of Nayak or Havildar or Naib Subedar or Subedar or Subedar Major who are due to retire or to be transferred to reserve within a period of one year and have the qualifications and experience prescribed for direct recruits under column (7) shall also be considered. If selected, such officers will be given deputation terms up to the date on which they are due for release from the Armed Forces and thereafter they may be continued on re-employment terms. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be on re-employment basis.

(Re-employment up-to the age of superannuation in respect of civil post).

Note-1: The departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputations shall not be eligible for consideration for appointment by promotion.

Note-2: Period of deputation (including short term contract) including period of deputation (including short term contract) 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.

Note-3: The maximum age limit for appointment by deputation (including short term contract) shall be 'Not exceeding 56 years as on the closing date of receipt of application'.

Note-4: For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1st January 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendation has been extended shall be deemed to be service rendered in the corresponding Level, grade pay or pay scale extended based on the recommendation of the pay commission, except where there has been merger of more than one pre-revised scale of pay into one grade with a common Level, grade pay or pay scale, and where this benefit will extend only for the post(s) for which that Level, grade pay or pay scale is the normal replacement grade without any up-gradation.
If a Departmental Promotion Committee exists, what is its composition?

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</tr>
<tr>
<td>1.</td>
<td>Col from CME, Pune - Chairman</td>
</tr>
<tr>
<td>2.</td>
<td>Lt Col or equivalent Civilian Officer from CME - Member</td>
</tr>
<tr>
<td>3.</td>
<td>Major or equivalent Civilian Officer from CME - Member</td>
</tr>
</tbody>
</table>

Consultation with Union Public Service Commission while appointing an officer on deputation (ISTC)/Re-employment of Ex-serviceman.

File No: 39560/Civ/RR/Lib & Info Asst /E1A/ /D(Appts)/ /2017-RR

Authenticated by

(Dinesh Kumar)
Dy Dir E1A (E-in-C's Branch)

Publish

Under Secretary to the Government of India
ANNEXURE – III

FORM TO BE FILLED BY THE MINISTRY / DEPARTMENT WHILE FORWARDING PROPOSALS TO THE DEPARTMENT OF PERSONNEL AND TRAINING AND THE UNION PUBLIC SERVICE COMMISSION FOR AMENDMENT OF APPROVED RECRUITMENT RULES

<p>| | | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1.</td>
<td>(a) Name of the Post</td>
<td>Library Information Assistant</td>
</tr>
<tr>
<td></td>
<td>(b) Name of the Ministry / Department</td>
<td>Ministry of Defence, College of Military Engineering, Pune - 31</td>
</tr>
<tr>
<td>2.</td>
<td>Reference No in which Commission's advise on recruitment rules was conveyed</td>
<td>SRO No 76 dated 18 Nov 2013</td>
</tr>
<tr>
<td>3.</td>
<td>Date of notification of the Original rules and subsequent amendments (copy of the Original rules and subsequent amendments be enclosed, duly flagged and referenced)</td>
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<td>Library Information Assistant</td>
<td>No Change</td>
</tr>
<tr>
<td>2</td>
<td>06* (2012) *Subject to variation department or workload</td>
<td>06* (2017) *Subject to variation department or workload</td>
<td>No Change</td>
</tr>
<tr>
<td>3</td>
<td>General Central Services Group 'B', Non-Gazetted, Non-Ministrial</td>
<td>General Central Services Group 'B', Non-Gazetted, Non-Ministrial</td>
<td>No Change</td>
</tr>
<tr>
<td>5</td>
<td>Selection</td>
<td>Selection</td>
<td>No Change</td>
</tr>
<tr>
<td>6</td>
<td>Not exceeding 30 years (Relaxable for Government servant's upto five years in accordance with the instructions or orders issued by the Central Government).</td>
<td>Not exceeding 30 years (Relaxable for Government servant's upto five years in accordance with the instructions or orders issued by the Central Government).</td>
<td>No Change</td>
</tr>
</tbody>
</table>

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, Ladhakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Union Territory of Andaman and Nicobar Islands or Lakshadweep.}

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, Ladhakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Union Territory of Andaman and Nicobar Islands or Lakshadweep.

Contd.....2/-
<table>
<thead>
<tr>
<th>No.</th>
<th>Essential:</th>
<th>Essential:</th>
<th>No Change</th>
</tr>
</thead>
</table>
| 7   | (i) Bachelor Degree in Library Science or in Library and Information Science from a recognised University.  
(ii) One year professional experience in a Library in Government or Autonomous or Statutory Organisation or Public Sector Undertakings or University or a recognised Research Institution. | (i) Bachelor Degree in Library Science or in Library and Information Science from a recognised University.  
(ii) One year professional experience in a Library in Government or Autonomous or Statutory Organisation or Public Sector Undertakings or University or a recognised Research Institution. | No Change |
|     | Note: 1. Qualifications are Relaxable at the discretion of the Central Government for reasons to be recorded in writing, in the case of candidates otherwise well qualified.  
Note: 2. The qualification(s) regarding experience is/are Relaxable at the discretion of the Central Government for reasons to be recorded in writing in the case of candidates belonging to the Scheduled Castes or the 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. | Note: 1. Qualifications are Relaxable at the discretion of the Central Government for reasons to be recorded in writing, in the case of candidates otherwise well qualified.  
Note: 2. The qualification(s) regarding experience is/are Relaxable at the discretion of the Central Government for reasons to be recorded in writing in the case of candidates belonging to the Scheduled Castes or the 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. | No Change |
|     | Desirable:  
Diploma in computer application from a recognised university or institute. | Desirable:  
Diploma in computer application from a recognised university or institute. | No Change |
| 8   | Age: No  
Educational Qualifications:  
To the extant indicated in Column-(11). | Age: No  
Educational Qualifications:  
To the extant indicated in Column-(11). | No Change |
| 9   | Two years for direct recruits and promotes. | Two years for direct recruits and promotes. | No Change |

Contd... 3/
| 10 | 50 % by Promotion, failing which by Deputation including short-term contract; and 50 % by Deputation including short-term contract or re-employment of Ex-Servicemen, failing which by direct recruitment. | 50 % by Promotion, failing which by Deputation including short-term contract; and 50 % by Deputation including short-term contract or re-employment of Ex-Servicemen, failing which by direct recruitment. | No Change |
| 11 | **Promotion:** Departmental Library Clerk(s) in the Pay Band-1 Rs 5200-20200 with Grade Pay of Rs 1900 with ten years service in the grade rendered after appointment thereto on regular basis and possessing:  
(i) Bachelor Degree of a recognized University.  
(ii) Bachelor Degree or three years Diploma in Library Science of a recognized University or Institute.  

**Note:** The eligibility service for promotion to the post of Library Information Assistant shall continue to be three years for person holding the feeder post of erstwhile Librarian Grade-IV on regular basis on the date of Notification of these rules.  

**Note:** Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service, or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying or eligibility service.  

**Note:** For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January 2009 date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended shall be deemed to be service rendered in the corresponding Grade Pay or Pay Scale extended based on the recommendations of the 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 posts for which that Grade Pay or Pay Scale in the normal replacement grade without any up-gradation. | **Promotion:** Departmental Library Clerk(s) in the Level-2 (Rs 19900-63200) with ten years service in the grade rendered after appointment thereto on regular basis and possessing:  
(i) Bachelor Degree of a recognized University.  
(ii) Bachelor Degree or three years Diploma in Library Science of a recognized University or Institute.  

**Note:** The eligibility service for promotion to the post of Library Information Assistant shall continue to be three years for person holding the feeder post of Library Clerk on regular basis on the date of Notification of these rules.  

**Note:** Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service, or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying or eligibility service.  

**Note:** For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January 2016 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, Grade Pay or Pay Scale extended based on the recommendations of the Pay Commission, except where there has been merger of more than one pre-revised scale of Pay into one Level/grade with a common Level, grade pay or pay scale, and where this benefit will extend only for the posts for which that Level, Grade Pay or Pay Scale in the normal replacement grade without any up-gradation. | No Change, except pay structure as per 7th CPC. |
|  | Contd...4/- |
Deputation including short term contract:
Officers under the Central Government or State Government or Union Territories or Public Sector Undertakings or Autonomous Organisation or University or a recognised Research Institution:

(a) (i) Holding analogous posts on a regular basis; or
(ii) With six years of service in the grade rendered after appointment thereto on regular basis in the Pay Band-1 Rs 5200-20200 plus Grade Pay of Rs 2800 or equivalent; and
(b) Possessing the educational qualifications and experience prescribed for direct recruits under column (7).

Deputation or Re-employment (For Ex-Serviceman): The Armed Forces Personnel of the Rank of Nayak or Havildar or Naib Subedar or Subedar or Subedar Major who are due to retire or to be transferred to reserve within a period of one year and have the qualifications and experience prescribed for direct recruits under column (7) shall also be considered. If selected, such officers will be given deputation terms up to the date on which they are due for release from the Armed Forces and thereafter they may be continued on re-employment terms. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be on re-employment basis. (Re-employment up to the age of superannuation in respect of civil post).

Note-1: The departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputations shall not be eligible for consideration for appointment by promotion.

Note-2: Period of deputation (including short term contract) including period of deputation (including short term contract) 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.
### Note-3
The maximum age limit for appointment by deputation (including short term contract) shall be 'Not exceeding 56 years as on the closing date of receipt of application'.

### Note-4
For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1st January 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendation of the 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(s) for which that grade pay or pay scale is the normal replacement grade without any up-gradation.

### Group ‘B’ Departmental Promotion Committee (for considering confirmation/promotion) consisting of:
1. Col from CME Pune - Chairman
2. Lt Col or equivalent Civilian Officer from CME - Member
3. Major or equivalent Civilian Officer from CME - Member

### Consultation with the Union Public Service Commission while appointing an officer on deputation (ISTC)/Re-employment of Ex-serviceman.

5. Name, addressed and Telephone Nos of the Ministry's representatives with whom these proposals may be discussed if necessary for clarification/early decision:

   Shri Dinesh Kumar
   Dy Dir, E1A
   E-in-C’s Branch
   New Delhi
   Tele: (011) 23019615

---

Signature of the Officer sending the proposals
Tele: (011) 23019615
### SCHEDULE

<table>
<thead>
<tr>
<th>Name of Post.</th>
<th>Number of Posts.</th>
<th>Classification</th>
<th>Level in the Pay Matrix.</th>
<th>Whether Selection or Non-Selection post.</th>
<th>Age- limit for Direct Recruits.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Clerk</td>
<td>07* <em>(2019)</em> Subject to variation dependent or workload</td>
<td>Civilian in Defence Services, Group 'C' Non-Gazetted, Non-Ministrial.</td>
<td>Level-2 (Rs 19900-63200)</td>
<td>Not applicable</td>
<td>18 to 25 years. (Relaxable for Government servant's upto five years in accordance with the instructions or orders issued by the Central Government).</td>
</tr>
</tbody>
</table>

**Educational and other qualifications required for Direct Recruits.**

<table>
<thead>
<tr>
<th>Essential:</th>
<th>(a) 12th Std passed from recognized Board/University or its equivalent</th>
<th>Not applicable</th>
<th>Two years</th>
<th>By Direct Recruitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desirable:</td>
<td>Certificate in Library Science from a recognized University/Institute.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
In case of recruitment by promotion/deputation/Absorption Level in the Pay Matrix from which promotion/deputation/Absorption to be made.

<table>
<thead>
<tr>
<th>(11)</th>
<th>(12)</th>
<th>(13)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not applicable</td>
<td>Group 'C' Departmental Promotion Committee consisting of 1. Commandant - Chairman 2. Major - Member 3. Commissioned Offr - Member</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

Circumstances in which Union Public Service Commission is to be consulted in making recruitment

File No 39560/Civ/8/RR/LC/E1A/ /D(Appts)

Under Secretary to the Government of India

Authenticated by

(Dinesh Kumar)  
Dy Dir E1A (E-in-C's Branch)

Publish

Under Secretary to the Government of India
**ANNEXURE - III**

**FORM TO BE FILLED BY THE MINISTRY / DEPARTMENT WHILE FORWARDING PROPOSALS TO THE DEPARTMENT OF PERSONNEL AND TRAINING AND THE UNION PUBLIC SERVICE COMMISSION FOR AMENDMENT OF APPROVED RECRUITMENT RULES**

1. **(a) Name of the Post**  
   **Library Clerk**  
   **(b) Name of the Ministry/Department**  
   Ministry of Defence/Engineer-in-Chief's Branch/College of Military Engineering, Pune

2. **Reference No in which Commission's advise on recruitment rules was conveyed**  
   SRO No 42 dated 18 May 2012

3. **Date of notification of the Original rules and subsequent amendments (copy of the Original rules and subsequent amendments be enclosed, duly flagged and referenced)**

4. | Col No | Provisions in the approved rules | Revised provisions proposed | Reasons for the revision |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Library Clerk</td>
<td>Library Clerk</td>
<td>No Change</td>
</tr>
<tr>
<td>2</td>
<td>07* <em>(2012)</em> Subject to variation dependent or workload</td>
<td>07* <em>(2017)</em> Subject to variation dependent or workload</td>
<td>No Change</td>
</tr>
<tr>
<td>3</td>
<td>Civilian in Defence Services, Group 'C' Non-Gazetted, Non-Ministrial.</td>
<td>Civilian in Defence Services, Group 'C' Non-Gazetted, Non-Ministrial.</td>
<td>No Change</td>
</tr>
<tr>
<td>5</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>No Change</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>---</td>
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<td>----</td>
<td>----</td>
</tr>
<tr>
<td></td>
<td>18 to 25 years. Relaxation of five years for Central Government Employees and further five years relaxation in the case of Schedule Caste &amp; Schedule Tribes.</td>
<td>Essential : (a) 12th Std passed from recognized Board/University or its equivalent (b) One year experience in a Public/Government Library</td>
<td>Essential : (a) 12th Std passed from recognized Board/University or its equivalent (b) One year experience in a Public/Government Library</td>
</tr>
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<td></td>
<td>18 to 25 years. (Relaxable for Government servant's upto 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, Ladhakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Union Territory of Andaman and Nicobar Islands or Lakshadweep.</td>
<td>Desirable : Certificate in Library Science from a recognized University/Institute.</td>
<td>Desirable : Certificate in Library Science from a recognized University/Institute.</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>Not applicable</td>
<td>Not applicable</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Two years</td>
<td>Two years</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>By Direct Recruitment</td>
<td>By Direct Recruitment</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>Not applicable</td>
<td>Not applicable</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>Group 'C' Departmental Promotion Committee consisting of 1. Commandant - Chairman; 2. Major - Member; 3. Commissioned Offr - Member</td>
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</tr>
<tr>
<td></td>
<td>13</td>
<td>Not applicable</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

Name, addressed and Telephone Nos of the Ministry's representatives with whom these proposals may be discussed if necessary for clarification/early decision:

Dinesh Kumar
Dy Dir E1A
E-in-C's Branch
New Delhi
Tele : (011) 23019615

Signature of the Officer sending the proposals