

No.A-15011/2/2012-Ad.I
Government of India/भारत सरकार
Ministry of Corporate Affairs/कारपोरेट कार्य मंत्रालय

'A' Wing, 5th Floor, Shastri Bhawan,
New Delhi, the 30 August, 2016

OFFICE MEMORANDUM

Subject : Revision/Framing of Recruitment Rules in respect of posts of Library Division of Headquarters of this Ministry - reg.

Reference DoPT's OM No.AB-14017/61/2008-Estt.(RR) dtd 13th October, 2015 on the subject mentioned above.

2. Comments of all the stakeholders of Library Division of this Ministry are invited on the Draft Recruitment Rules (copy enclosed) for the following posts:-

- (i) Library & Information Officer
- (ii) Assistant Library & Information Officer
- (iii) Library Information Assistant

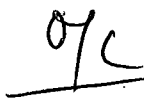
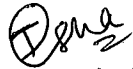
3. The comments/suggestions may be furnished through post or email at riazul.haque@mca.gov.in within 30 days from the date of issue of this OM.


(Riazul Haque)

Under Secretary to the Govt. of India

Encl:- As above.

E-Governance Cell:- for uploading on MCA website.



30/8/16

(TO BE PUBLISHED IN THE GAZETTE OF INDIA PART II
SECTION 3 SUB-SECTION(1) OF THE GAZETTE OF INDIA)

GOVERNMENT OF INDIA
Ministry of Corporate Affairs

Dr. R.P. Road, Shastri Bhawan
5th Floor, 'A' Wing, New Delhi

Dated the _____ January, 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 Industry, Department of Company Affairs, (Group 'C' Posts) Recruitment Rules, 1987 and the Ministry of Industry, Department of Company Affairs, (Group A, B and C Posts) Recruitment (Amendment) Rules, 1985, in so far as it relates to the posts of Assistant Librarian (now re-designated as Library Information Assistant) and Librarian (now re-designated as Assistant Library & Information Officer), the President hereby makes the following rules regulating the method of recruitment to the post of Library Information Assistant in the Headquarters of Ministry of Corporate Affairs, namely :-

1. Short title and commencement.- (1) These rules may be called the Ministry of Corporate Affairs (Group 'B', Library Information Assistant and Assistant Library & Information Officer) Rules, 2016.

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

2. Number of posts, classification and Pay Band and Grade Pay/Pay Scale.- The number of posts, its classification and Pay Band and Grade Pay/Pay Scale attached thereto shall be specified in columns (2) to (4) of the Schedule annexed to these rules.

3. Method of recruitment, age limit and other qualifications, etc.- The method of recruitment, age limit, qualification 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 contracted 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 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 so to do, it may, by order and for reasons to be recorded in writing, 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 concession required to be provided for the Schedules Castes, the Scheduled Tribes, Ex-servicemen and other special category of persons in according with the orders issued by the Central Government from time to time in this regards.

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SCHEDULE

Name of Post	No. of Post	Classification	Scale of Pay	Whether Selection Post or Non-selection Post	Age limit for direct recruits
(1) Library Information Assistant	(2) 1* (2016) *Subject to variation dependent on work load	(3) General Central Service Group 'B' Non-Gazetted, Non-Ministerial	(4) Pay Band-2 ₹.9300-34800 Grade Pay ₹.4,200/-	(5) Not applicable	(6) Not exceeding 30 years. (Relaxable for Government servants 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 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 Pangri Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands, Lakshadweep).

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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/transfer & percentage of vacancies to be filled by various methods
<p align="center">(7)</p> <p><u>Essential:</u></p> <p>(i) Bachelors 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 Organisation/ PSU/ University or Recognized Research or Educational Institution.</p> <p><u>Desirable:</u></p> <p>Diploma in Computer Application from a recognized University or Institute.</p> <p><u>Note 1:</u> 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><u>Note 2:</u> 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, at 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>	<p align="center">(6)</p> <p>Not Applicable</p>	<p align="center">(9)</p> <p>Two Years for direct recruits</p>	<p align="center">(10)</p> <p>Either of the following methods of recruitment:-</p> <ol style="list-style-type: none"> 1. Direct recruitment, failing which 2. Deputation

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In case of recruitment by promotion/ deputation/absorption, grades from which promotion/députation/absorption to be made	(11)	Circumstances in which UPSC is to be consulted in making recruitment
<p><u>Deputation:</u></p> <p>Officers under the Central Government/ State Government/ Union Territories/ PSUs/ Autonomous Organizations :-</p> <p>(a) (i) Holding analogous posts on a regular basis; or (ii) with 6 years of regular service in the post in the Pay Band I of ₹.5200-20200 Grade Pay ₹.2800 or equivalent..</p> <p>(b) Possessing the educational qualifications and experience prescribed for direct recruits under column 8.</p> <p>Departmental Library Clerk(s) in Pay Band I of ₹.5200-20200 Grade Pay ₹.1900 with 10 years of regular service in the grade and possessing Bachelors' Degree in Library Science or Library and Information Science of a recognized University/ Institute shall also be considered along with outsiders. In case he/ she is selected, the post shall be treated as having been filled by promotion. Otherwise, it will be treated as having been filled by Deputation.</p> <p><u>Note:</u></p> <p>1. 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>2. The maximum age limit for appointment by deputation / absorption shall be 'Not Exceeding 56 years' as on the closing date of receipt of applications.</p>	<p>(12)</p> <p>Group 'B' Departmental Promotion committee</p> <p>1. Director/ Deputy Secretary (Administration), Ministry of Corporate Affairs – Chairman.</p> <p>2. Under Secretary (Administration) -- Ministry of Corporate Affairs – Member</p> <p>3. Two other Officers of appropriate level.</p> <p>"Note: The proceedings of the DPC relating to confirmation of a direct recruit shall be sent to the Commission for approval. If, however, these are not approved by the Commission a fresh meeting of the DPC to be presided over by the Chairman or a Member of the UPSC shall be held."</p>	<p>(13)</p> <p>None</p>

(No.A-15011/2/2012-Ad.I)

(Riazul Haque)
Under Secretary to the Govt. of India



SCHEDULE

Name of Post	No. of Post	Classification	Scale of Pay	Whether Selection Post or Non-selection Post	Age limit for direct recruits
(1) Assistant Library & Information Officer	(2) 1* (2016) *Subject to variation dependent on work load	(3) General Central Service Group 'B' Gazetted, Non-Ministerial	(4) Pay Band-2 ₹.9300-34800 Grade Pay ₹.4,600/-	(5) Non-Selection post	(6) Not exceeding 30 years. (Relaxable for Government servants 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.

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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/transfer & percentage of vacancies to be filled by various methods
<p align="center">(7)</p> <p><u>Essential:</u></p> <p>(i) Bachelors 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 Organisation/ PSU/ University or Recognized Research or Educational Institution.</p> <p><u>Desirable:</u></p> <p>(i) Master's Degree in Library Science or Library and Information Science of a recognized University/ Institute.</p> <p>(ii) Diploma in Computer Applications from a recognized University or Institute.</p> <p><u>Note 1:</u> 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><u>Note 2:</u> 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 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 align="center">(8)</p> <p>Age: No</p> <p>Educational Qualification: No, but must possess Bachelors Degree in Library Science or Library and Information Science of a recognized University / Institute</p>	<p align="center">(9)</p> <p>Two Years for direct recruits</p>	<p align="center">(10)</p> <p>By promotion, failing which by transfer on deputation and failing both by direct recruitment.</p>

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In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/absorption to be made.	If a DPC exists, what is its composition (for deputation cases, Promotion and Confirmation)	Circumstances in which UPSC is to be consulted in making recruitment
<p style="text-align: center;">(11)</p> <p><u>Promotion:</u></p> <p>Library Information Assistant in the Pay Band - 2, ₹.9300-34800 Grade Pay ₹.4200 with five years' regular service in the grade and successfully completed training of 2 weeks in the field of Library and Library Science.</p> <p><u>Deputation:</u></p> <p>Officers under the Central Government/ State Government/ Union Territories/ PSUs/ Autonomous Organizations :-</p> <p>(a) (i) Holding analogous posts on a regular basis; or (ii) with 5 years of regular service in the post in the Pay Band - 2 of ₹.9300-34800 Grade Pay ₹.4200 or equivalent; and</p> <p>(b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.</p> <p><u>Note:</u></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 of the Central Government shall ordinarily not exceed three years.</p> <p>3. The maximum age limit for appointment by deputation / absorption shall be 'Not Exceeding 56 years' as on the closing date of receipt of applications.</p>	<p style="text-align: center;">(12)</p> <p>Group 'B' Departmental Promotion committee</p> <p>1. Director/ Deputy Secretary (Administration), Ministry of Corporate Affairs - Chairman.</p> <p>2. Under Secretary (Administration) - Ministry of Corporate Affairs - Member</p> <p>3. Two other Officers of appropriate level.</p> <p>"Note: The proceedings of the DPC relating to confirmation of a direct recruit shall be sent to the Commission for approval. If, however, these are not approved by the Commission a fresh meeting of the DPC to be presided over by the Chairman or a Member of the UPSC shall be held."</p>	<p style="text-align: center;">(13)</p> <p>For promotion and Deputation :- No</p> <p>For Direct Recruitment :- UPSC would be the Recruiting Agency</p>

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(Riazul Haque)
Under Secretary to the Govt. of India



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GOVERNMENT OF INDIA
Ministry of Corporate Affairs

Dr. R.P. Road, Shastri Bhawan
5th Floor, 'A' Wing, New Delhi

Dated the _____ January, 2016

NOTIFICATION

G.S.R..... In exercise of the powers conferred by the provision to article 309 of the Constitution, the President hereby makes the following rules regulating the method of recruitment to the post of Library & Information Officer in the Headquarter of Ministry of Corporate Affairs, namely :-

1. Short title and commencement.- (1) These rules may be called the Ministry of Corporate Affairs (Group 'A', Library & Information Officer) Rules, 2016.

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

2. Number of posts, classification and Pay Band and Grade Pay/Pay Scale.- The number of posts, its classification and Pay Band and Grade Pay/Pay Scale attached thereto shall be specified in columns (2) to (4) of the Schedule annexed to these rules.

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

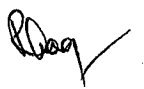
4. Disqualification.- No person,-

- (a) who has entered into or contracted a marriage with a person having a spouse living; or
- (b) who, having a spouse living, has contracted 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 the other party to the marriage and that there are other grounds for so doing, exempts 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, 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 concession required to be provided for the Schedules Castes, the Scheduled Tribes, Ex-servicemen and other special category of persons in according with the orders issued by the Central Government from time to time in this regards.



SCHEDULE

Name of Post	No. of Post	Classification	Scale of Pay	Whether Selection Post or Non-selection Post	Age limit for direct recruits
(1) Library & Information Officer	(2) 1* (2016) *Subject to variation dependent on work load	(3) General Central Service Group 'A' Gazetted, Non-Ministerial	(4) Pay Band-2 ₹. 15,600-39,100 Grade Pay ₹. 6,600/-	(5) Selection post	(6) Not exceeding 40 years. (Relaxable for Government servants 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.

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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/transfer & percentage of vacancies to be filled by various methods.
<p align="center">(7)</p> <p><u>Essential:</u></p> <p>(i) Masters' Degree in Library Science or Library and Information Science of a recognized University/ Institute;</p> <p>(ii) Five years' professional experience in a Library under Central/ State Government/ Autonomous or Statutory Organisation/ PSU/ University or Recognized Research or Educational Institution.</p> <p><u>Desirable:</u></p> <p>(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.</p> <p>(ii) One year Professional experience in specific areas of activities of the Scientific organizations viz. Generation of Information document, Digitization of Library, ISDN etc.</p> <p>(iii) Diploma in Computer Application from a recognized University or Institute.</p> <p><u>Note 1:</u> 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><u>Note 2:</u> 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 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 align="center">(8)</p> <p>Age: No</p> <p>Educational Qualification: No, but must possess Bachelors' Degree in Library Science or Library and Information Science of a recognized University / Institute</p>	<p align="center">(9)</p> <p>One year for direct recruits</p>	<p align="center">(10)</p> <p>By promotion, failing which by transfer on deputation.</p>

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In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/ absorption to be made	If a DPC exists, what is its composition (for deputation cases and Promotion)	Circumstances in which UPSC is to be consulted in making recruitment
<p style="text-align: center;">(11)</p> <p><u>Promotion:</u> Assistant Library & Information Officer in the Pay Band – 2, ₹.9300-34800 Grade Pay ₹.4600 with 7 years' regular service in the grade possessing qualification as in Column.8 and successfully completed training of 4 weeks in the field of Library and Library Science.</p> <p><u>Deputation:</u> Officers under the Central Government/ State Government/ Union Territories/ PSUs/ Autonomous Organizations :- (a) (i) Holding analogous posts on a regular basis; or (ii) with 7 years' of regular service in the post in the Pay Band - 2 of ₹.9300-34800 Grade Pay ₹.4600 or equivalent; and (b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.</p> <p><u>Note:</u> 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 / absorption shall be 'Not Exceeding 56 years' as on the closing date of receipt of applications. 4. The provision for absorption will be applicable in the case of Central/ State Government and Union Territory Government officials only.</p>	<p style="text-align: center;">(12)</p> <p>Group 'A' Departmental Promotion committee 1. Chairman, UPSC or his nominee – Chairman. 2. Joint Secretary (Administration) – Ministry of Corporate Affairs – Member 3. Two other Officers of appropriate level.</p>	<p style="text-align: center;">(13)</p> <p>On each occasion.</p>

(No.A-15011/2/2012-Ad.I)

(Riazul Haque)
Under Secretary to the Govt. of India

Riazul