

F. No. L-23/1/2024-LIB.  
Government of India  
Ministry of Culture  
Library Section  
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Shastri Bhawan, New Delhi  
Dated 10<sup>th</sup> July, 2025

To

Senior Library and Information Officer,  
Central Reference Library,  
Belvedere, Kolkata-700027.

**Subject: Framing of Recruitment Rules (RRs) for the post of Library & Information Officer (LIO) in Central Reference Library (CRL) under Ministry of Culture- reg.**

Sir,

I am directed to refer to letter No.CRL/Estt./22 dated 05.09.2024 and subsequent email dated 16.10.2024 received from CRL regarding proposal of framing of RR for the newly created post of LIO in CRL, and to say that the proposal has been examined in this Ministry in light of model RRs for the said post and other relevant rules/guidelines/instructions. The proposed RRs have been enclosed herewith.

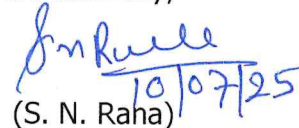
2. In accordance with DoPT's OM No. AB-14017/61/2008-Estt.(RR) dated 13.10.2015, it is required to obtain the comments from various stakeholders before referring such proposal to DoPT, UPSC and Ministry of Law for finalization.

3. Accordingly, CRL is requested to publish the proposed RRs on its website for 30 days, for inviting and obtaining comments from stakeholders. After the stipulated period, the comments so received may be sent to this Ministry so that the proposed RRs for the said post may be submitted to DoPT, UPSC and Ministry of Law for their consideration and finalization.

4. This issues with the approval of competent authority.

Encl: As above

Yours faithfully,

  
(S. N. Raha) 10/07/25

Under Secretary to Government of India

Copy to: - NIC Cell, Ministry of Culture, for uploading the proposed RRs on the Ministry's website for 30 days from the issue of this letter.

[To be Published in the Gazette of India, Part II, Section 3, Sub-section (i)]

Government of India  
Ministry of Culture  
NOTIFICATION

New Delhi, Dated.....

G.S.R.....In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules regulating the method of recruitment to the post of Library and Information Officer in the Central Reference Library, Kolkata, namely: -

1. Short title and commencement. —(i) These rules may be called the Ministry of Culture, Central Reference Library, Kolkata, Library and Information Officer (Group 'A' post) Recruitment Rules, 2024.

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

2. Number of post, classification and level in pay matrix. — The number of the said post, classification and level in the pay matrix 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, age-limit, qualifications and other matters relating to the said post shall be as specified in column (5) to (13) of the aforesaid 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 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. Savings. — Nothing in these rules shall affect reservations, 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

Name of Post	Number of post	Classification	Pay Scale and Level	Whether selection post or non-selection post	Age limit for direct recruits
1	2	3	4	5	6
Library and Information Officer	01* (2024) *Subject to variation dependent on workload	General Central Service, Group 'A', Gazetted, Non-Ministerial	Pay Level-11 in the pay matrix (Rs. 67,700-2,08,700/-)	Selection	Not applicable

Educational and other qualifications required for direct recruits	Whether age and education 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/ absorption and percentage of the vacancies to be filled by various methods
7	8	9	10
Not applicable	Not applicable	Two years for promotees	Promotion failing which deputation (including short term contract)

In case of promotion/ deputation 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
<p><u>Promotion:</u></p> <p>Assistant Library &amp; Information Officer with 9(nine) years regular service in Level 7 in the pay matrix (Rs. 44900-142400) and possessing Bachelor's Degree in Library Science or Library and Information Science from a recognised University or Institute and having successfully completed training of two weeks in the field of Library and Library Science.</p> <p><u>Deputation (including short term contract):</u></p> <p>Officers of the Central Government or State Governments or Union territories or autonomous or statutory organizations or Public Sector Undertakings or recognized Universities or recognized research institutions;</p> <p>(a)(i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with 5(five) years' service in the grade rendered after appointment thereto on a regular basis in posts in the level-10 in the pay matrix (Rs. 56,100-1,77,500/-) or equivalent in the parent cadre or department; or</p> <p>(iii) with 7(seven) years' service in the grade rendered after appointment thereto on a regular basis in posts in the level-9 in the pay matrix (Rs. 53,100-1,67,800/-) or equivalent in the parent</p>	<p>Group 'A' Departmental Promotion/Confirmation Committee (for considering promotion / confirmation) consisting of: -</p> <p>(i) Chairman/ Member, UPSC-Chairman</p> <p>(ii) Joint Secretary (Library), Ministry of Culture– Member</p> <p>(iii) Senior Library Information Officer, Central Reference Library, Kolkata– Member</p>	<p>Consultation with the Union Public Service Commission is necessary for promotion/confirmation.</p>

cadre or department; or

(iv) with 8(eight) years' service in the grade rendered after appointment thereto on a regular basis in posts in the level-8 in the pay matrix (Rs. 47,600-1,51,100/-) or equivalent in the parent cadre or department; or

(v) with 9(nine) years' service in the grade rendered after appointment thereto on a regular basis in posts in the level-7 in the pay matrix (Rs. 44,900-1,42,400/-) or equivalent or equivalent in the parent cadre or department; and

b) possessing the following educational qualification and experience -

Essential:

(i) Master degree in Library Science or Library and Information Science of a recognised University or institute.

(ii) 5(Five) years professional experience in a Library under Central Government or State Government or Union territory or autonomous or statutory organisation or public sector undertaking or recognised University or recognised research institution.

Desirable:

(i) One year experience of computerizing Library activities in a Library under the Central Government or State Governments or Union territories or autonomous or statutory organization or public sector undertaking or recognized University or recognized research institution.

(ii) Diploma in computer application from a recognized University or Institution.

<p>Note 1: The departmental officer in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputation shall not be eligible for consideration for a appointment by promotion.</p> <p>Note 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.</p> <p>Note 3: The maximum age limit for appointment by deputation (including short term contract) /absorption shall be 'not exceeding 56 years as on the closing date of receipt of application.</p> <p>Note 4: The provision for absorption will be applicable in the case of Central or State Government and Union Territory Government officials only.</p>		
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