

**NEW DELHI MUNICIPAL COUNCIL
Office of the Advisor (RR)
PALIKA KENDRA : SANSAD MARG
NEW DELHI 110001**

New Delhi, the Sept., 2017

Subject: Proposal for amendment of Recruitment Rules for various categories of the posts in the Library Discipline

It is proposed to amend the Recruitment Rules for various categories of the posts in the Library Discipline in NDMC. Proposal for amendment of RRs has been formulated in accordance with the latest instructions on framing, review and amendment of RRs and model recruitment rules issued by DoP&T.

2. The drafts of the proposed amended RRs are uploaded on the web-site of NDMC in terms of DoP&T's OM No AB-14017/61/2008-Estt.(RR) dated 13.10.2015 for comments, if any; from the stakeholders before taking up the proposal with the UPSC and other agencies for finalizing the Recruitment Rules.

3. The comments may be furnished urgently so as to reach Shri R.K.Malhotra, Advisor (RR), NDMC, Room No.,1620, Palika Kendra, New Delhi or at e-mail ID: advisor.rr@ndmc.mail.gov.in within 30 days.

(R.K.Malhotra)
Advisor (RR)

NOTIFICATION

No.F... No.F.....The following recruitment regulations made by the New Delhi Municipal Council, New Delhi under clause (C) sub section (1) of Section 43 of the New Delhi Municipal Council Act, 1994(44 of 1994) vide its Resolution No.... dated and in consultation with the Union Public Service Commission F.No. dated as required, under sub-section (2) of the said Act, in connection with the recruitment to the post of Asstt. Library & Information Officer in the New Delhi Municipal Council, New Delhi have been approved by Central Government / Ministry of Home Affairs, vide No.....dated..... under the provisions of sub-section (2) of section 387 of the said Act, are hereby published in the schedule annexed hereto:

..... **1. Short title and commencement** : (i) These regulations may be called the recruitment regulations for the post of Asstt. Library & Information Officer of New Delhi Municipal Council of New Delhi, 2017.

(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 scale of pay attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these regulations.

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

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 New Delhi Municipal Council, may, if satisfied that such marriage is permissible under the personal law application 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 NDMC is of the opinion that it is necessary or expedient so to do, 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 regulations with respect to any class or category of persons.

6. Savings : Nothing in these rules shall affect reservations, relaxations of age limit and other concessions required to be provided for the Scheduled Casts, the Scheduled Tribes, Ex-Servicemen and other special categories of persons, in accordance with the orders issued by the New Delhi Municipal Council, New Delhi from time to time in this regard.

SCHEDULE

RECRUITMENT RULES FOR THE POST OF ASSTT. LIBRARY & INFORMATION OFFICER

Name of post	No. of post (s)	Classification	Pay Level in Pay Matrix	Whether selection post or non-selection post	Age Limit for direct recruitment
1	2	3	4	5	6
Asstt. Library & Information Officer	02 (2017) subject to variation dependent on workload	Category 'B'	Level 7 in the pay matrix as per CCS(RP) Rules, 2016 (Pre revised PB – 2 9300-34800 + 4600 G.P.)	Selection	N.A.
Educational & other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment 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		
N.A.	N.A.	Nil	Promotion failing which by Deputation including short term contract		

In case of recruitment by promotion /deputation/ absorption, grades from which promotion / deputation / absorption to be made	If DPC exists, what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13
<p>Promotion Assistant Librarian with 5 years regular service at Level-6 (Pre revised pay band 2 Rs.9300-34800 Grade Pay 4200) and must possess Bachelors Degree in Library Science or Library & Information Science of a recognized University/Institute..</p> <p>Note: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade alongwith their junior who have already completed such qualifying/ eligibility service.</p>	<p>CATEGORY 'B' DPC (for considering promotion)1.</p> <ol style="list-style-type: none"> 1. Secretary. NDMC - Chairperson 2. Director (Finance) - Member 3. Director (P) - Member 	<p>Consultation with UPSC necessary while amending the recruitment rules.</p>

DEPUTATION:

Officers under the Central/ State Govt./Union Territories;

- a) (i) Holding analogous posts on regular basis; or
- (ii) With 05 years regular at Level-6 (Pre revised pay band 2 Rs.9300-34800 Grade Pay 4200) and

Must possess Bachelors Degree in Library Science or Library & Information Science of a recognized University/Institute.. or equivalent;

The departmental officers in feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.

Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

(Period of deputation including period of deputation in another ex cadre post held immediately preceding this appointment in the same or some other organization/ department of the Central Govt. shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of the receipt of the applications).

NOTIFICATION

No.F.....The following recruitment regulations made by the New Delhi Municipal Council, New Delhi under clause (C) sub section (1) of Section 43 of the New Delhi Municipal Council Act, 1994(44 of 1994) vide its Resolution No.... dated and in consultation with the Union Public Service Commission F.No.datedas required, under sub-section (2) of the said Act, in connection with the recruitment to the post of Asstt. Librarian in the New Delhi Municipal Council, New Delhi have been approved by Central Government / Ministry of Home Affairs, vide No.....dated..... under the provisions of sub-section (2) of section 387 of the said Act, are hereby published in the schedule annexed hereto:

1. **Short title and commencement :** (i) These regulations may be called the recruitment regulations for the post of Asstt. Librarian of New Delhi Municipal Council of New Delhi, 2017.

(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 scale of pay attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these regulations.
3. **Method of recruitment, age limit and other Qualifications, etc. :** The method of recruitment to the said post, age limit, qualifications and other matters relating to thereto, shall be as specified in column (5) to (13) of the said Schedule aforesaid.
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 New Delhi Municipal Council, may, if satisfied that such marriage is permissible under the personal law application 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 NDMC is of the opinion that it is necessary or expedient so to do, 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 regulations with respect to any class or category of persons.

6. **Savings** : Nothing in these rules shall affect reservations, relaxations of age limit and other concessions required to be provided for the Scheduled Casts, the Scheduled Tribes, Ex-Servicemen and other special categories of persons, in accordance with the orders issued by the New Delhi Municipal Council, New Delhi from time to time in this regard.

SCHEDULE

RECRUITMENT RULES FOR THE POST OF ASSTT. LIBRARIAN

Name of post	No. of post (s)	Classification	Pay Level in Pay Matrix	Whether selection post or non-selection post	Age Limit for direct recruitment
1	2	3	4	5	6
Asstt. Librarian	10 (2017) subject to variation dependent on workload	Category 'B'	Level 6 in the pay matrix as per CCS(RP) Rules, 2016 (Pre revised pay band 2 Rs.9300-34800 Grade Pay Rs.4200).	Selection	Not exceeding 30 years (Relaxable for Government servant upto 5 years in accordance with the instructions or orders issued by the Central Government)

Educational & other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment 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
<p><u>Essential</u> (i) Bachelors Degree in Library Science or Library and Information Science of a recognized University / Institute (ii) Two years professional experience in a Library under Central / State Govt. / Autonomous or Statutory Organization / PSU/ University or Recognized Research or Educational Institution.</p> <p><u>Desirable</u> Diploma in Computer Application from a recognized university or Institute</p> <p>Note 1: Qualifications are relaxable at a discretion of the competent authority in the case of candidates otherwise well qualified for reasons to be recorded.</p> <p>Note 2: The qualification (s) regarding experience is / are relaxable at the discretion of the competent authority in the case of candidates belonging to Scheduled Castes and Scheduled Tribes if, any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them</p>	<p>Age: No</p> <p>Educational Qualifications:</p> <p>Yes.</p>	<p>Two years.</p>	<p>50 % vacancies by Direct Recruitment and 50% vacancies by promotion failing which by deputation</p>

In case of recruitment by promotion /deputation/ absorption, grades from which promotion / deputation / absorption to be made	If DPC exists, what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13
<p>Promotion</p> <p>Departmental Library Assistant (s) in Level-2 (Pre-revised Pay Band –I Rs.5200-20200 Grade Pay of Rs.1900) with ten 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 (including Short Term Contract).</p> <p>Deputation Officers under the Central/State Govts./UTs : (a) (i) Holding analogous posts on regular basis OR</p>	<p>Category ‘B’ DPC (for considering promotion)</p> <ol style="list-style-type: none"> 1. Secretary, NDMC – Chairperson 2. Director (Finance), NDMC- Member 3. Director (P), NDMC- Member <p>Category ‘B’ Departmental Confirmation Committee</p> <ol style="list-style-type: none"> 1. Secretary, NDMC – Chairperson 2. Director (Finance), NDMC- Member 3. Director (P), NDMC- Member 	<p>Consultation with UPSC necessary for amendment/relaxation of any provision of these rules.</p>

(ii) With six years regular service in post at Level-5 in the pay matrix as per CCS(RP) Rules, 2016 (Pre revised pay band 2 Rs.5200-20200 Grade Pay 2800);or equivalent.

(b) Possessing Bachelors Degree in Library Science or Library and Information Science of a recognized University / Institute

Note:

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.

2. 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 the receipt of the applications

NOTIFICATION

No.F.....The following recruitment regulations made by the New Delhi Municipal Council, New Delhi under clause (C) sub section (1) of Section 43 of the New Delhi Municipal Council Act, 1994(44 of 1994) vide its Resolution No.... dated in connection with the recruitment to the post of Library Assistant in the New Delhi Municipal Council, New Delhi have been approved by Central Government / Ministry of Home Affairs, vide No.....dated..... under the provisions of sub-section (2) of section 387 of the said Act, are hereby published in the schedule annexed hereto:

1. **Short title and commencement :** (i) These regulations may be called the recruitment regulations for the post of Library Assistant of New Delhi Municipal Council of New Delhi, 2017.
(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 scale of pay attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these regulations.
3. **Method of recruitment, age limit and other Qualifications, etc. :** The method of recruitment to the said post, age limit, qualifications and other matters relating to thereto, shall be as specified in column (5) to (13) of the said Schedule aforesaid.
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 New Delhi Municipal Council, may, if satisfied that such marriage is permissible under the personal law application 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 NDMC is of the opinion that it is necessary or expedient so to do, 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 regulations with respect to any class or category of persons.

6. **Savings** : Nothing in these rules shall affect reservations, relaxations of age limit and other concessions required to be provided for the Scheduled Casts, the Scheduled Tribes, Ex-Servicemen and other special categories of persons, in accordance with the orders issued by the New Delhi Municipal Council, New Delhi from time to time in this regard.

SCHEDULE

RECRUITMENT RULES FOR THE POST OF LIBRARY ASSISTANT

Name of post	No. of post (s)	Classification	Pay Level in Pay Matrix	Whether selection post or non-selection post	Age Limit for direct recruitment
1	2	3	4	5	6
Library Assistant	09 (2017) subject to variation dependent on workload	Category 'C'	Level 2 in the pay matrix as per CCS(RP) Rules, 2016 (Pre revised pay band 1 Rs.5200-20200 Grade Pay Rs.1900).	Non-selection	Between 18 and 25 years

Educational & other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment 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
i) Senior Secondary from a recognized Board ii) Speed in typing 35 wpm (Eng.) or 30 wpm (Hindi) Certificate course in Library Science from recognized institute and having working knowledge of MS Word and Excel.	Qualification – Yes Age - No	Two years for direct recruits.	60 % vacancies by Direct Recruitment and 40% vacancies by promotion failing which by deputation

In case of recruitment by promotion /deputation/ absorption, grades from which promotion / deputation / absorption to be made	If DPC exists, what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13
<p>Promotion</p> <p>Departmental Library Attendant(s) in Level-1 (Pre-revised Pay Band –I Rs.5200-20200 Grade Pay of Rs.1800) with three years of regular service in the grade and possessing qualifications prescribed for direct recruitment.</p>	<p>Category ‘C’ DPC (for considering promotion)</p> <ol style="list-style-type: none"> 1.. Secretary, NDMC – Chairperson 2. Director (Finance), NDMC-Member 3. Director (P), NDMC-Member <p>Category ‘C’ Departmental Confirmation Committee</p> <ol style="list-style-type: none"> 1. Secretary, NDMC – Chairperson 2. Director (Finance), NDMC-Member 3. Director (P), NDMC-Member 	<p>Consultation with UPSC not necessary</p>

NOTIFICATION

No.F.....The following recruitment regulations made by the New Delhi Municipal Council, New Delhi under clause (C) sub section (1) of Section 43 of the New Delhi Municipal Council Act, 1994(44 of 1994) vide its Resolution No.... dated in connection with the recruitment to the post of Library Attendant in the New Delhi Municipal Council, New Delhi have been approved by Central Government / Ministry of Home Affairs, vide No.....dated..... under the provisions of sub-section (2) of section 387 of the said Act, are hereby published in the schedule annexed hereto:

the provisions of sub-section (2) of section 387 of the said Act, are hereby published in the schedule annexed hereto:

1. Short title and commencement : (i) These regulations may be called the recruitment regulations for the post of

Library Attendant of New Delhi Municipal Council of New Delhi, 2017.

(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 scale of pay attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these regulations.

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

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 New Delhi Municipal Council, may, if satisfied that such marriage is permissible under the personal law application 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 NDMC is of the opinion that it is necessary or expedient so to do, 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 regulations with respect to any class or category of persons.

6. **Savings** : Nothing in these rules shall affect reservations, relaxations of age limit and other concessions required to be provided for the Scheduled Casts, the Scheduled Tribes, Ex-Servicemen and other special categories of persons, in accordance with the orders issued by the New Delhi Municipal Council, New Delhi from time to time in this regard.

SCHEDULE

RECRUITMENT RULES FOR THE POST OF LIBRARY ATTENDANT

Name of post	No. of post (s)	Classification	Pay Level in Pay Matrix	Whether selection post or non-selection post	Age Limit for direct recruitment
1	2	3	4	5	6
Library Attendant	11 (2017) subject to variation dependent on workload	Category 'C'	Level 1 in the pay matrix as per CCS(RP) Rules, 2016 (Pre revised pay band 1 Rs.5200-20200 Grade Pay Rs.1800).	N.A.	Between 18 and 25 years

Educational & other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment 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
Matriculation from a recognized Board and having two years experience in a public library	N.A.	Two years	Direct recruitment
In case of recruitment by promotion /deputation/ absorption, grades from which promotion / deputation / absorption to be made	If DPC exists, what is its composition	Circumstances in which UPSC is to be consulted in making recruitment	
11	12	13	
N.A.	Category 'C' Departmental Confirmation Committee 1. Secretary, NDMC – Chairperson 2. Director (Finance), NDMC- Member 3. Director (P), NDMC- Member	Consultation with UPSC not necessary	