

GOVERNMENT OF INDIA  
MINISTRY OF HEALTH AND FAMILY WELFARE

**Public Notice on draft Recruitment Rules for the post of Library and Information Assistant  
in Central Institute of Psychiatry, Ranchi.**

In compliance of DoPT's OM No. AB.14017/61/2008-Estt.(RR) dated 13.10.2015, the draft Recruitment Rules for the post of **Library and Information Assistant in Central Institute of Psychiatry, Ranchi** is annexed.

The stakeholders interested in making any objections/comments or suggestions on the draft Recruitment Rules may do so in writing, within a period of 30 days from the date of publication of draft Recruitment Rules to Sh. Manish Raj, Under Secretary, Ministry of Health and Family Welfare, Room No.306, D-Wing, Nirman Bhawan, Maulana Azad Road, New Delhi – 110108 or e-mail address: [manish.raj@nic.in](mailto:manish.raj@nic.in).



(Manish Raj)

Under Secretary to the Govt. of India  
Tele: 011-23062868

New Delhi

Dated: 01/07/2021

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

**Government of India**  
**Ministry of Health and Family Welfare**

New Delhi, the ..., 2021.

**Notification**

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 Assistant** in the Ministry of Health and Family Welfare, the Central Institute of Psychiatry, Ranchi, namely:-

1. **Short title and commencement.**- (1) These rules may be called the Ministry of Health and Family Welfare, Central Institute of Psychiatry, Kanke, Ranchi, Library and Information Assistant (Group 'B' Post) Recruitment Rules, 2021.

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

2. **Number of posts, classification and level in pay matrix.**- The number of the said post, its classification and level in the pay matrix or pay scale 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 columns (5) to (13) of the said Schedule.

4. **Disqualification.**- No person,-

(a) who has entered into or contracted a marriage with any 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. **Saving.**- Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes, Other Backward Classes, 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.	Level in pay matrix.	Whether selection post or non-selection post.	Age-limit for direct recruits.	Educational and other qualifications required for direct recruits.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Library and Information Assistant	1* (2021)  *Subject to variation dependent on work load.	General Central Service, Group 'B', Non-Gazetted, Non-Ministerial.	Level-6 of the Pay Matrix (Rs.35400 – 112400/-) in the pay matrix.	Not applicable.	Not exceeding 30 years.  (Relaxable for Government servants upto 5 years in accordance with the instructions or order issued by the Central Government)  Note: The crucial date for determining the age limit shall be the closing date of receipt of applications from the candidates (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-division of Himachal Pradesh and Union territories of Ladakh, Andaman and Nicobar Islands and Lakshadweep).	<u>Essential:</u> <ol style="list-style-type: none"> <li>i. Bachelors Degree in Library Science or Library and Information Science of a recognized University / Institute;</li> <li>ii. Two years professional experience in a Library under Central/State Government / Autonomous or Statutory organization/ PSU/ University or Recognized Research or Educational Institution.</li> </ol> <u>Desirable:</u> Diploma in Computer Application from a recognized University or Institute.  Note 1: Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified for reasons to be recorded.  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.
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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/absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion or deputation/absorption grades from which promotion or deputation/absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
(8)	(9)	(10)	(11)	(12)	(13)
Age: No Educational Qualification: Yes	Two years.	By Deputation (including Short term contract)/ Promotion failing which by Direct Recruitment.	Promotion/ Deputation (including Short Term Contract):  Officers under the Central Government/State Government/Union Territories /PSUs/Autonomous Organizations- (a) (i) Holding analogous posts on a regular basis; or (ii) With six years of regular service in the post in the Pay Level 5 of Pay Matrix (Rs.29200- Rs.92300) or equivalent. (b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.	Departmental Promotional and Confirmation Committee consists of  Director, Central Institute of Psychiatry, Ranchi – Chairman  Medical Officer, Central Institute of Psychiatry, Ranchi – Member  Assistant Professor, Central Institute of Psychiatry, Ranchi – Member	Consultation with UPSC is necessary while making appointment by deputation *(including Short Term Contract).  *If deputation is without Short Term Contract, UPSC

			<p>Departmental Library Clerk(s) in Pay Level 2 of Pay Matrix (Rs.19900-Rs.63200) 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 (including Short Term Contract).</p> <p>Note:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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 receipt of applications.</li> </ol>	<p>Chief Administrative Officer, Central Institute of Psychiatry, Ranchi or Professor, Indian Institute of Legal Metrology, Ranchi- Member.</p>	<p>consultation is not necessary.</p>
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