



राष्ट्रीय डिजाइन संस्थान
National Institute of Design
मध्यप्रदेश Madhya Pradesh

(An Institute of National Importance under DPIIT, Ministry of Commerce and Industry, Govt. of India)

क्रमांक-रा0डि0सं0म0प्र0/प्रशा/सूचना अनुभाग /1-70/2025/12

दिनांक 30.10.2025

प्रति,

विषय:-सूचना का अधिकार अधिनियम 2005 के अन्तर्गत सूचना बाबत।

प्रसंग:-आपका ऑनलाइन अनुरोध प्रार्थना पत्र क्रमांक एन.आइ.डी.एम पी./आर/ई/ 25/ 00012 दिनांक 05.10.2025 तथा राष्ट्रीय डिजाइन संस्थान, मध्य प्रदेश को प्राप्ति दिनांक 05.10.2025 महोदय,

उपरोक्त विषयान्तर्गत व प्रासंगिक पत्र के क्रम में आपके द्वारा राष्ट्रीय डिजाइन संस्थान मध्य प्रदेश से संबंधित सूचना बिन्दुवार निम्नानुसार है।

क्र0सं0	बिन्दु संख्या	प्रत्युत्तर
01	02	वांछित जानकारी अनुलग्नक 1 में संलग्न है।
02	02	वांछित जानकारी वर्तमान समय में शून्य है।
03	03	के.मा.शि. बोर्ड बनाम आदित्याबंध्योपाध्याय एवं अन्य, सिविल याचिका पारित निर्णयानुसार परीक्षा प्रश्न पत्र एवं उत्तरकुंजी केवल परीक्षा में उपस्थित अभ्यर्थियों को प्रदान किया जा सकता है, आपके द्वारा उपस्थित परीक्षाओं से संबंधित प्रवेश पत्र की स्वप्रमाणित प्रति मुहैया करवायें जिससे चाही गयी जानकारी मुहैया करवायी जा सकें।
04	04	गैर शिक्षण (प्रशासन) स्वीकृत पदों में कुल संख्या 35 है

2. सूचना का अधिकार अधिनियम, 2005 की धारा 19 के अनुसार प्रथम अपीलीय अधिकारी का नाम एवं पता क्रमशः श्री कृष्ण बिरमान, कुलसचिव, राष्ट्रीय डिजाइन संस्थान मध्य प्रदेश ग्राम अचारपुरा, पोस्ट अरवलिया ईट खेड़ी जिला भोपाल, मध्यप्रदेश पिन 462038 है।



(आर के सैनी)

केन्द्रीय लोक सूचना अधिकारी
राष्ट्रीय डिजाइन संस्थान मध्य प्रदेश

1. RECRUITMENT RULES FOR THE POST OF REGISTRAR.

1.	Name of the Post	:	Registrar
2	Number of Post	:	1(one)
3	Classification of Post	:	Group 'A'
4	Scale of Pay	:	PB- 4 Rs. 37,400 – 67,000 + 8,700 Grade Pay
5	Whether selection post or non-selection post	:	Not Applicable
6	Age limit for Direct Recruitment	:	Not exceeding 50 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	Essential: i) Degree in any discipline from a recognized institute or University. Working Knowledge in computers. ii) A Minimum of 15 years of relevant experience in a Government/ Educational/Research Institution. The candidate would be expected to have experience in a supervisory position with Academic activities and working procedure in higher educational institutions, preferably in design/ fashion technology or similar institution. Desirable: Experience of computer systems for information processing and retrieval. Preference to be given to those who have had experience of working in design or similar institution in an analogous post.
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Direct Recruitment/ Promotion/ Deputation as considered suitable by Director of the Institute. In case of Deputation, the tenure will be initially for a period of three years, which can be extended for a further period of maximum two years, on prior approval of parent organization. Promotion: Chief Administrative Officer/ Controller of Finance & Accounts with 5 regular service in the grade.
11	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation is to be made	:	Officer under the Central/State/U.T. Government/Universities/Statutory/Autonomous Bodies or Research Development organization holding analogous posts or with at least two years of service in the post in the grade pay 7,600.

सूचना अधिकार अधिनियम के तहत प्रदत्त
Information given under RTI Act

2. RECRUITMENT RULES FOR THE POST OF CHIEF ADMINISTRATIVE OFFICER

1.	Name of the Post	:	Chief Administrative Officer
2	Number of Post	:	1(one)
3	Classification of Post	:	Group 'A'
4	Scale of Pay	:	PB- 3Rs. 15,600 – 39,100 + 7,600 Grade Pay
5	Whether selection post or non selection post	:	Not Applicable
6	Age limit for Direct Recruitment	:	Not exceeding 50 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	Essential: i) Degree in any discipline of a recognized institute or University. Working Knowledge in computer. ii) A Minimum of 10 years of relevant experience in a Government/ Educational/Research Institution. The candidate would be expected to have some familiarity with Academic and administrative activities and working procedure in higher educational institutions preferably in design/fashion technology or similar institution. Desirable: Experience of computer systems for information processing and retrieval. Preference to be given to those who have had experience of working in design or similar institution in an analogous post.
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Direct Recruitment/Promotion/Deputation as considered suitable by Director of the Institute. In case of Deputation, the tenure will be initially for a period of three years, which can be extended for a further period of maximum two years, on prior approval of parent organization. Promotion: Administrative Officer/Senior Accounts Officer/Deputy Registrar with 5 regular service in the grade.
11	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation is to be made	:	Officer under the Central/State/U.T. Government/Universities/Statutory/Autonomous Bodies or Research Development organization holding analogous posts or with at least three years of service in the post in the grade pay R.6,600.

3. RECRUITMENT RULES FOR THE POST OF DEPUTY REGISTRAR

1.	Name of the Post	:	Deputy Registrar
2	Number of Post	:	1(one)
3	Classification of Post	:	Group 'A'
4	Scale of Pay	:	PB- 3 Rs. 15,600 – 39,100 + 6,600 Grade Pay
5	Whether selection post or non selection post	:	Not Applicable
6	Age limit for Direct Recruitment	:	Not exceeding 45 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	Essential: i) Degree in any discipline of a recognized institute or University. Working Knowledge in computers. ii) A Minimum of 10 years of relevant experience in a Government/ Educational/Research Institution. The candidate would be expected to have some familiarity with Academic and administrative activities and working procedure in higher educational institutions preferably in design/fashion technology or similar institution. Desirable: Experience of computer systems for information processing and retrieval. Preference to be given to those who have had experience of working in design or similar institution in an analogous post.
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Direct Recruitment/Promotion/Deputation as considered suitable by Director of the Institute. In case of Deputation, the tenure will be initially for a period of three years, which can be extended for a further period of maximum two years, on prior approval of parent organization By Promotion: Administrative Officer/Senior Accounts Officer/Deputy Registrar with 5 regular service in the grade.
11	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation is to be made	:	Officer under the Central/State/U.T. Government/Universities/Statutory/Autonomous Bodies or Research Development organization holding analogous posts or with at least 5 years of service in the post in the grade pay R.5,400.

4. RECRUITMENT RULES FOR THE POST OF ADMINISTRATIVE OFFICER

1.	Name of the Post	:	Administrative Officer
2	Number of Post	:	2(two) Administration – 1, Academic -1
3	Classification of Post	:	Group 'A'
4	Scale of Pay	:	PB- 3 Rs. 15,600 – 39,100 + 5,400 Grade Pay
5	Whether selection post or non selection post	:	Not Applicable
6	Age limit for Direct Recruitment	:	Not exceeding 40 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	Essential: i) Degree in any discipline of a recognized institute or University. Knowledge in computer. ii) A Minimum of 5 years of relevant experience in a Government/ educational/Research Institution. The candidate would be expected to have some familiarity with Academic and administrative activities and working procedure in higher educational institutions preferably in design/fashion technology or similar institution. Desirable: Experience of computer systems for information processing and retrieval. Preference to be given to those who have had experience of working in design or similar institution in an analogous post.
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Educational Qualification : Yes
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Direct Recruitment/Promotion/Deputation as considered suitable by Director of the Institute. In case of Deputation, the tenure will be initially for a period of three years, which can be extended for a further period of maximum two years, on prior approval of parent organization.
11	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation is to be made	:	Promotion: From the grade of Assistant Administrative Officer/Senior Superintendent (Accounts) with five years' experience/ service in the grade pay of Rs.4,600. Deputation/Absorption: From analogues posts of ministerial cadre or with 5 years' service in the grade pay of Rs.4,600 in the ministerial cadre.

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Information given under RTI Act

5. RECRUITMENT RULES FOR THE POST OF ASSISTANT ADMINISTRATIVE OFFICER

1.	Name of the Post	:	Assistant Administrative Officer
2	Number of Post	:	4(Four)
3	Classification of Post	:	(Administration – 3 , Academic -1)
4	Scale of Pay	:	Group 'B'
5	Whether selection post or non selection post	:	PB- 2Rs. 9,300 – 34,800 + 4,600 Grade Pay
6	Age limit for Direct Recruitment	:	Selection
7	Period of probation if any	:	Not exceeding 35 years
8	Educational qualification	:	Two years
		:	Essential: i) Degree from a recognized University ii) Working knowledge in computer Desirable: Experience in Administration, Academic, and purchase matters
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Educational Qualification : Yes
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Promotion failing which deputation failing both by Direct Recruitment. In case of Deputation, the tenure will be initially for a period of three years, which can be extended for a further period of maximum two years, on prior approval of parent organization.
11	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation is to be made	:	Promotion: From the grade of superintendent with five years experience/service in the grade pay of Rs. 4,200. Deputation/Absorption: From analogues posts of ministerial cadre or with 5 years' service in the grade pay of Rs. 4,200 in the ministerial cadre.

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Information given under RTI Act

6. RECRUITMENT RULES FOR THE POST OF SUPERINTENDENT

1.	Name of the Post	:	Superintendent
2	Number of Post	:	3(three) Administration – 1, Academic – 1 Purchase -1
3	Classification of Post	:	Group 'B'
4	Scale of Pay	:	PB- 2 Rs. 9,300 – 34,800 + 4,200 Grade Pay
5	Whether selection post or non selection post	:	Selection
6	Age limit for Direct Recruitment	:	Not exceeding 35 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	Essential: i) Degree from a recognized University ii) Working knowledge in computer Desirable: Relevant Experience for the relevant posts in Administration/Academic/Purchase procedures
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Educational Qualification : Yes
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Promotion failing which deputation failing both by Direct Recruitment. By Direct Recruitment/Promotion/Deputation as considered suitable by Director of the Institute. In case of Deputation, the tenure will be initially for a period of three years, which can be extended for a further period of maximum two years, on prior approval of parent organization.
11	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation is to be made	:	Promotion: From the grade of Senior Assistant with five years experience /service in the grade pay of Rs.2,800. Deputation/Absorption: From analogues posts of ministerial cadre or with 5 years' service in the grade pay of Rs.2,800 in the relevant disciplines of the post to be selected for.


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7. RECRUITMENT RULES FOR THE POST OF SENIOR ASSISTANT (ADMIN/ STUDIO)

1.	Name of the Post	:	Senior Assistant (Admin/Studio)
2	Number of Post	:	6(Six) Administration – 3 Academic –1 Purchase-1 & Studio - 1
3	Classification of Post	:	Group 'B'
4	Scale of Pay	:	PB- 1 Rs. 9,300 – 34,800 + 2,800 Grade Pay
5	Whether selection post or non selection post	:	Selection
6	Age limit for Direct Recruitment	:	Not exceeding 30 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	Essential: i) Degree from a recognized University ii) Working knowledge in computer Desirable: Relevant experience in Administration/Academic, Purchase and studio matters
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Educational Qualification : Yes
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Promotion failing which deputation failing both by Direct Recruitment. By Direct Recruitment/Promotion/Deputation as considered suitable by Director of the Institute. In case of Deputation, the tenure will be initially for a period of three years, which can be extended for a further period of maximum two years, on prior approval of parent organization.
11	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation is to be made	:	Deputation/Absorption: From analogues posts of ministerial cadre or with 5years service in the grade pay of Rs.2,400 in the ministerial cadre.. Promotion: From the grade of Assistant with five years' experience service in the grade pay of Rs.2,400.

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Information given under RTI Act

8. RECRUITMENT RULES FOR POST OF ASSISTANT(Admin)

1.	Name of the Post	:	Assistant
2	Number of Post	:	5(five) Administration – 2 Accounts – 2 Library -1
3	Classification of Post	:	Group 'C'
4	Scale of Pay	:	PB- 1 Rs. 9,300 – 34,800 + 2,400 Grade Pay
5	Whether selection post or non selection post	:	Non Selection
6	Age limit for Direct Recruitment	:	Not exceeding 25 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	Essential: i) Bachelor's degree from a recognized University/Institution ii) Computer Knowledge
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Educational Qualification: Yes
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Direct Recruitment/Promotion/Deputation as considered suitable by Director of the Institute. In case of Deputation, the tenure will be initially for a period of three years, which can be extended for a further period of maximum two years, on prior approval of parent organization.
11	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation is to be made	:	Deputation/Absorption: From analogues posts of ministerial cadre or with 3 years' service in the grade pay of Rs.2,400 in the ministerial cadre. Promotion: From the grade of Assistant with five years' experience service in the grade pay of Rs.2,400.

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Information given under RTI Act

9. RECRUITMENT RULES FOR THE POST OF HEAD SECURITY SERVICES

1.	Name of the Post	:	Head Security Services
2	Number of Post	:	1(one)
3	Classification of Post	:	Group 'B'
4	Scale of Pay	:	PB- 2 Rs. 9,300 – 34,800 + 4,600 Grade Pay
5	Whether selection post or non selection post	:	Selection
6	Age limit for Direct Recruitment	:	Not exceeding 35 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	Essential: Degree from a recognized University Desirable: i) Experience in Army/Para Military forces/ House Keeping/Sanitation ii) Diploma in Housekeeping/Sanitation
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Educational Qualification : Yes
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By deputation failing which by Direct Recruitment.
11	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation is to be made	:	Deputation/Absorption: From analogues posts of or with 5 years service in the grade pay of Rs.4,200 of similar duties.

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10. RECRUITMENT RULES FOR THE POST OF WARDEN/ CARE TAKER

1.	Name of the Post	:	Warden / Care Taker
2	Number of Post	:	2(Two) (Gents Hostel – 1, Ladies Hostel – 1)
3	Classification of Post	:	Group 'C'
4	Scale of Pay	:	PB- 1 Rs. 5,200 – 20,200 + 2,800 Grade Pay
5	Whether selection post or non selection post	:	Non-Selection
6	Age limit for Direct Recruitment	:	Not Applicable
7	Period of probation if any	:	Two years
8	Educational qualification	:	Essential: i) Bachelor's degree from a recognized University/Institution ii) Computer Knowledge
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Educational Qualification : Yes
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Direct Recruitment.
11	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation is to be made	:	Not applicable

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Information given under RTI Act

11. RECRUITMENT RULES FOR THE POST OF CONTROLLER OF FINANCE AND ACCOUNTS

1.	Name of the Post	:	Controller of Finance and Accounts
2	Number of Post	:	1(one)
3	Classification of Post	:	Group 'A'
4	Scale of Pay	:	PB- 3 Rs. 15,600 – 39,100 + 7,600 Grade Pay
5	Whether selection post or non selection post	:	Not Applicable
6	Age limit for Direct Recruitment	:	Not exceeding 50 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	Essential: i) Master degree in Commerce/ Financial Management from recognized University/ Institution or C.A. or equivalent ii) A minimum of 10 year relevant experience in Govt./Educational/ Research Institution, Finance and Account knowledge of Central Government/U.T. Rules Desirable: (i) Previous experience in Educational Institution/ Autonomous Bodies funded by the Government of India in an analogous post. (ii) Passing the Departmental Accounts examination (iii) Members of the Organized Accounts Cadre of Government of India/ State Government.
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Direct Recruitment/Promotion/Deputation as considered suitable by Director of the Institute. In case of Deputation, the tenure will be initially for a period of three years, which can be extended for a further period of maximum two years, on prior approval of parent organization.
11	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation is to be made	:	Officer under the Central/State/U.T. Government/Universities/Statutory/Autonomous Bodies or Research Development organization holding analogous posts or with at least two years of service in the post in the grade pay R.6,600.

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Information given under RTI Act

12. RECRUITMENT RULES FOR THE POST OF SENIOR ACCOUNTS OFFICER

1.	Name of the Post	:	Senior Accounts Officer
2.	Number of Post	:	2(two) (Accounts -1, Finance -1)
3.	Classification of Post	:	Group 'A'
4.	Scale of Pay	:	PB- 3 Rs. 15,600 – 39,100 + 5,400 Grade Pay
5.	Whether selection post or non selection post	:	Not Applicable
6.	Age limit for Direct Recruitment	:	Not exceeding 40 years
7.	Period of probation if any	:	Two years
8.	Educational qualification	:	Essential: i) Master degree in Commerce/Financial Management from recognized University/Institution/C.A or equivalent. ii) A minimum of 5 year relevant experience in Govt./Educational/ Research Institution, Finance and Account knowledge of Central Government/U.T. Rules Desirable: (i). Previous experience in Educational Institution/ Autonomous Bodies funded by the Government of India in an analogous post. (ii) Passing the departmental Accounts examination (iii) Members of the organized accounts cadre of Government of India
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not Applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	Be deputation failing which by Direct Recruitment.
11.	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation is to be made	:	Officer under the Central/State/U.T. Government/Universities/Statutory/Autonomous Bodies or Research Development organization holding analogous posts or with at least 5 years of service in the post in the grade pay R.4,600.


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13. RECRUITMENT RULES FOR THE POST OF SENIOR SUPERINTENDENT

1.	Name of the Post	:	Senior Superintendent
2	Number of Post	:	2(two) Accounts -1 Finance-1
3	Classification of Post	:	Group 'B'
4	Scale of Pay	:	PB- 2Rs. 9,300 – 34,800 + 4,600 Grade Pay
5	Whether selection post or non selection post	:	Selection
6	Age limit for Direct Recruitment	:	Not exceeding 35 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	Essential: i) Degree in Commerce or equivalent from a recognized University ii) Working knowledge in computer Desirable: 1. Experience in Finance and accounts matters in Government/Educational Institutions
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Educational Qualification : Yes
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Promotion failing which failing Direct Recruitment /Deputation.
11	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation is to be made	:	Promotion: From the grade of Senior Assistant of the concerned discipline with five years' experience/ service in the grade pay of Rs.4,200. Deputation/Absorption: From analogues posts of Accounts cadre or with 5 years service in the grade pay of Rs.4,200 in the Finance and Accounts cadre as case may be.


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 Information given under RTI Act

14. RECRUITMENT RULES FOR THE POST OF SENIOR ASSISTANT

1.	Name of the Post	:	Senior Assistant
2.	Number of Post	:	1(one) Accounts & Finance
3.	Classification of Post	:	Group 'B'
4.	Scale of Pay	:	PB- 2 Rs. 9,300 – 34,800 + 4,200 Grade Pay
5.	Whether selection post or non selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 35 years
7.	Period of probation if any	:	Two years
8.	Educational qualification	:	Essential: i) Degree in Commerce or equivalent from a recognized University ii) Working knowledge in computer Desirable: 1. Experience in Finance and accounts matters in Government/Educational Institutions
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Educational Qualification : Yes
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Promotion failing which deputation failing both by Direct Recruitment.
11.	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation is to be made	:	Promotion: From the grade of Assistant with ten years experience/ service in the grade pay of Rs.2,400. Deputation/Absorption: From analogues posts of Accounts cadre or with 10 years service in the grade pay of Rs.2,400 in the Accounts cadre.

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 Information given under RTI Act

15. RECRUITMENT RULES FOR THE POST OF HEAD LIBRARIAN/ RESOURCE CENTRE

1.	Name of the Post	:	Head Librarian / Resource Centre
2	Number of Post	:	1(one)
3	Classification of Post	:	Group 'A'
4	Scale of Pay	:	PB-3 R.15,600 – 39,100 + 6,600 Grade Pay
5	Whether selection post or non selection post	:	Not Applicable
6	Age limit for Direct Recruitment	:	Not exceeding 45 years
7	Period of probation if any	:	2 years
8	Educational qualification	:	Essential: i). Degree in Library Science/ Information Science from a recognized University ii). Degree/ Diploma in Computer from a recognized institute iii) Experience in Library Automation and Administration iv) 5years service as Deputy Librarian or equivalent in a recognized institution in the grade pay of Rs.5,400 or with 8 years in grade pay Rs.4,600. Desirable: (i) M. Phil/Ph. D in Library Science/ Information Science and Documentation.
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Educational Qualification: Yes
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	Direct Recruitment failing which by Deputation.
11	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation is to be made	:	Deputation from analogous post in library or with 5 years of service in the grade pay of Rs.5,400or with 8 years in grade pay Rs.4,600.

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16. RECRUITMENT RULES FOR THE POST OF SENIOR ASSISTANT LIBRARIAN

1.	Name of the Post	:	Senior Assistant Librarian
2	Number of Post	:	1(one)
3	Classification of Post	:	Group 'B'
4	Scale of Pay	:	PB-2 R.9,300 – 34,800 + 4,600 Grade Pay
5	Whether selection post or non selection post	:	Not Selection
6	Age limit for Direct Recruitment	:	Not exceeding 35 years
7	Period of probation if any	:	2 years
8	Educational qualification	:	Essential: i). Degree in Library Science/ Information Science from a recognized University ii) Experience in Library Automation and Administration Experience iii) Five years service as Assistant Librarian in a recognized Institution in the grade pay of Rs.4,200 or equivalent. iv) Experience in Library Administration. Desirable: i). M. Phil/Ph. D in Library Science/ Information Science and Documentation. (ii) Computer: Degree/Diploma/Knowledge
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Educational Qualification: Yes
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By deputation failing which by Direct Recruitment.
11	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation is to be made	:	Deputation/Absorption: From analogous post or with 5 year service in the grade pay of Rs.4,200


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17. RECRUITMENT RULES FOR THE POST OF SENIOR LIBRARY ASSISTANT

1.	Name of the Post	:	Senior Library Assistant
2	Number of Post	:	1(one)
3	Classification of Post	:	Group 'C'
4	Scale of Pay	:	PB-1 R.9,300 – 34,800 + 2,800 Grade Pay
5	Whether selection post or non selection post	:	Not Selection
6	Age limit for Direct Recruitment	:	Not exceeding 30 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	Essential: i) Bachelor's Degree in Library science or equivalent from a recognized University Desirable: 1.Experience in library administration
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Educational Qualification : Yes
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Promotion failing which deputation failing both by Direct Recruitment.
11	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation is to be made	:	Promotion: From the grade of Assistant with five years experience /service in the grade pay of Rs.2,400 Deputation/Absorption: From analogues posts of library cadre or with 5 years service in the grade pay of Rs.2,400 in the library cadre.


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