

No. ADMN-20011/3/2022-ADMN

**GOVERNMENT OF INDIA
MINISTRY OF DEVELOPMENT OF NORTH EASTERN REGION
NORTH EASTERN COUNCIL SECRETARIAT
NONGRIM HILLS, SHILLONG - 793003.**

Website : <https://necouncil.gov.in>

Dated the 10th July, 2023.

OFFICE MEMORANDUM

Sub.: Amendment of Recruitment Rules of the post of Library Clerk in NEC Secretariat, Shillong - reg.

The undersigned is directed to propose the amendment of the Recruitment Rules of the post of Library Clerk, NEC Secretariat, Shillong as per provisions given hereunder.

2. The draft RRs uploaded in the NEC website for a period of 30 (thirty) days as per DoPT O.M. No. AB-14017/61/2008-Estt. (RR) dtd. 13.10.2015. All stakeholders are requested to go through the RRs and furnish their comments, if any, on the proposed amendments to the undersigned within a period of 30 (thirty) days from the date of publication of the same in the website. Amendments to RRs of the aforementioned post would be finalized after taking into account the comments, if any, received.

3. Following amendments are proposed in the existing RRs of the post of Library Assistant to be re-designated as Library Clerk:

Col.	Provision in the present approvedRR	Revised provision proposed	Reasons for the revision proposed
Col. 1	Library Assistant.	Library Clerk.	The change in the designation of the post of Library Assistant to Library Clerk is as per Govt. of India, Ministry of Home Affairs letter No. 4/2/96-NE.II dtd. 01.03.1996.
Col. 2	1 (one) subject to variation dependent on work-load.	01* (2023) *Subject to variation dependent on workload.	No change. Only the year of amendment has been incorporated as per Notification mentioned in DoPT O.M. F. No. AB-14017/13/2016-Estt. (RR) dtd. 18.01.2017 as well as DoPT O.M. No. AB.14017/48/2010-Estt. (RR) dtd. 31.12.10.

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Col. 3	General Central Services. Group 'C' Non-Gazetted.	General Central Service, Group 'C', Non-Gazetted, Ministerial.	No change. The word 'Ministerial' has been incorporated as per the Ministry of DoNER letter F. No. 4/7/2008-DONER (NEC-P) dtd. 30.06.2010 and DoPT O.M. No. AB.14017/48/2010-Estt. (RR) dtd. 31.12.10.
Col. 4	Rs. 260-8-300-EB-8-340-10-380-EB-10-430/- Revised to Rs. 975-25-1150-EB-30-1540 (revised to Rs. 950-1500/-)	Level 2 in the Pay Matrix (Rs. 19900-63200/-).	(i) The pay scale of Library Clerk has been revised to Rs. 950-1500/- vide Govt. of India, Ministry of Home Affairs letter No. 4/2/96-NE.II dtd. 01.03.1996. (ii) Revision of pay scales has been done as per DoPT O.M. No. AB.14017/13/2016-Estt. (RR) dtd. 09.08.2016.
Col. 5	Not applicable.	Not applicable.	No change.
Col. 6	25 years (35 years for the departmental candidates). The crucial date for determining the age shall be the closing date for receipt of application from the candidates in India (Other than those in the Union Territories of Andaman and Nicobar Islands and Lakshadweep).	Between 18 and 27 years of age. (Relaxable for Government servants in accordance with the instructions or orders issued by the Central Government from time to time.) Note 1: 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, Union Territory of Ladakh, Lahaul & Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep.) Note 2: The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.	(i) The age limit between 18 and 27 years is in accordance with DoPT O.M. No. AB.14017/48/2010-Estt. (RR) dtd. 31.12.2010 and also as per the Model Recruitment Rules of the post of Lower Division Clerk issued vide DoPT O.M. AB.14017/73/07 Estt. (RR) dtd. 18.12.2007. (ii) Change in the Note is as per DoPT O.M. No. AB.14017/48/2010-Estt. (RR) dtd. 31.12.2010.

Col. 7	Matriculation or equivalent with a Certificate in Library Science (one years' course after Matriculation with 3 years experience in a Library/ Documentation Centre.)	<p>Essential :</p> <p>(i) Class 12th Pass or equivalent from a recognized Board.</p> <p>(ii) One year Certificate Course in Library Science.</p> <p>(iii) Typing :35 words per minute in English or 30 words per minute in Hindi. Time allowed : 10 minutes. Skill Test to be conducted in computer.</p> <p>Desirable : Nil</p> <p>Note 1: Qualifications are relaxable at the discretion of the Staff Selection Commission in case of candidates otherwise well-qualified.</p> <p>Note 2: The qualification(s) regarding experience is/are relaxable at the discretion of the Staff Selection Commission in the case of candidates belonging to Scheduled Castes and Scheduled Tribes if, at any stage of selection, the Staff Selection 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>(i) Qualifications of 12thClass Pass has been incorporated as per the Model Recruitment Rules of the post of Lower Division Clerk issued vide DoPT O.M. No. AB.14017/ 73/07 Estt. (RR) dtd. 18.12.2007.</p> <p>(ii) Exclusion of 3 years of experience in a Library Documentation Centre has been necessitated as per the advice of Staff Selection Commission (NER), Guwahati vide letter No. SSCG-A-12024/40/2013-Rectt./849 dtd. 10.06.2015 as sufficient numbers of candidates possessing the experience may not be available for recruitment to the post.</p> <p>(iii) The addition of Note 1 and Note 2 is as Ministry of DoNER letter F. No. 4/7/2008-DONER (NEC-P) dtd. 30.06.2010 and DoPT O.M. No. AB.14017/ 48/2010-Estt. (RR) dtd. 31.12.10.</p>
Col. 8	Not applicable.	Not applicable.	No change.
Col. 9	2 years.	Two years for direct recruits.	No change.

Col. 10	By transfer on deputation failing which by direct recruitment.	100% by Direct Recruitment. Note - Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation from officers of Central Government or State Governments or Union Territories - (a) (i) holding analogous posts on regular basis or (ii) with 3 years regular service in posts in Level 1 of the Pay Matrix; and (b) possessing the qualifications prescribed for direct recruits under column 7.	The provision of '100% by Direct Recruitment' is as per Ministry of DoNER letter F. No. 4/7/2008-DONER (NEC-P) dtd. 30.06.2010.
Col. 11	Officers under the Government of India holding the post of Library Assistant or equivalent. (Period of deputation shall ordinarily not to exceed 3 years).	Not applicable.	No provision was kept for promotion or deputation or absorption in the proposed RR. This is in accordance with the Ministry of DoNER letter F. No. 4/7/2008-DONER (NEC-P) dtd. 30.06.2010.

Col. 12	<p>1. Dy. Secretary - Chairman. North Eastern Council</p> <p>2. Asstt. Secretary - Member. N.E.C.</p> <p>3. Asstt. Director - Member. (Estt), Office of the PMG</p>	<p>Group 'C' Departmental Confirmation Committee (for considering confirmation) consisting of :</p> <p>1 Director (Administrati on)/ Deputy Secretary (Administrati on), North Eastern Council Secretariat, Shillong. : Chairman</p> <p>2 Director of Information and Public Relations, North Eastern Council Secretariat, Shillong. : Member</p> <p>3 Under Secretary or above, Geological Survey of India, Shillong. : Member</p>	<p>The inclusion of Departmental Confirmation Committee (for considering confirmation) in the RR is as per DoPT O.M. No. AB.14017/21/20 11-Estt. (RR) dtd. 10.05.2013.</p>
Col. 13	Not applicable.	Not applicable.	No change.

(L.S. Gangte)
Director(Admn.)

To : 1. All stakeholders for their comments.
2. Senior Technical Director, NIC - NEC for uploading in NEC website.