

ANDAMAN AND NICOBAR ADMINISTRATION
Dr.B.R.AMBEDKAR INSTITUTE OF TECHNOLOGY
PAHARGAON,PORT BLAIR.

NOTIFICATION

Port Blair dated the January, 2023.

No.F. No.8-78/2022/D4, in exercise of power conferred by the proviso to Article 309 of the Constitution of India read with Govt. of India, ministry of Home Affairs notification No. 14939/2/83-ANL dated 21/02/1985 and with the prior approval of the Union Public Service Commission as communicated vide letter No.....dated and in supersession of notification No. 236 dated 01/09/2010, the Lt. Governor (Administrator) Andaman & Nicobar Islands hereby makes the following rules regulating the method of recruitment to the Group "A" (Gazette), non Ministerial post of Assistant Librarian in the Dr. B.R.Ambedkar institute of technology, Pahargaon under the Andaman and Nicobar Administration, namely"

1. Short title and commencement:-

(i)These rules may be called the Dr. B.R. Ambedkar Institute of Technology, Pahargaon under the Andaman & Nicobar Administration, **Assistant Librarian , Group "A" (Gazette), Non Ministerial post** Recruitment Rules-2019.

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

2. Number of posts, classification and pay band and grade pay or pay scale:-

The number of post, its classification and pay band and grade pay or pay scale attached thereto shall be as specified in columns (2) to (4) of the said Schedule.

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 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 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, be order, for reasons to be recorded in writing and in consultation with the Union Public Service Commission 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, the Scheduled Tribes, 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.

(Admiral D.K.Joshi)
PVSM,AVSM, YSM, NM, VSM(Retd)
Lieutenant Governor(Administrator)
Andaman & Nicobar Islands

By order and in the name of the Lieutenant Governor,

Assistant Secretary (Hr. Edn.) ,
Andaman & Nicobar Administration

Schedule for the Post of Assistant Librarian

1.	Name of the Post.	Assistant Librarian
2.	No. of Post	01 (one)* 2022 (subject to variation depended on workload)
3.	Classification	General Central Services Group 'A' Gazetted, Non-Ministerial.
4.	Scale of Pay	Level – 10,Entry Pay 57700/-
5.	Whether selection or non-selection post	Not applicable
6.	Age limit for direct recruits	<p>Not exceeding 35 years (relaxable for Govt. Servants upto 5 years in accordance with instructions / order issued by the Central Govt).</p> <p><u>Note:</u> The crucial date for determining the age limit shall be the closing date for receipt of applications from the candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul &Spiti Distt. And Pangi Sub-Division of Chamba District of Himachal Pradesh, S&N Islands or Lakshadweep).</p>
7.	Educational and other qualifications required for the direct recruits.	<p>AICTE (Degree)Notification dated 01.03.2019, Clause 6.3</p> <p>Direct Recruitment</p> <p>a. Master's Degree in Library Science/Information Science/ Documentation Science or an Equivalent Professional Degree with at least First Class or equivalent and a consistently good academic record with knowledge of computerization of library.</p> <p>b. Qualifying in the National Level Test conducted for the purpose by UGC or other equivalent test as approved by the UGC.</p> <p>NOTE 1: Experience at Diploma Level Polytechnic shall be considered equivalent to experience in the degree level institutions at appropriate level, as applicable provided, scale of pay, qualifications, experience and research contribution are same for the post under consideration as per the present notification. AICTE (Degree) Notification dated 01.03.2019, Clause 2.26</p>

		<p>i. If a Class or division is not awarded, minimum of 60 percent marks in aggregate shall be considered equivalent to first class or division. If a Grade point is adopted the Grade Point Average will be converted into equivalent marks as below.</p> <table border="1"> <thead> <tr> <th>Grade Point</th> <th>Equivalent</th> </tr> </thead> <tbody> <tr> <td>6.25</td> <td>55 percent</td> </tr> <tr> <td>6.75</td> <td>60 percent</td> </tr> <tr> <td>7.25</td> <td>65 percent</td> </tr> <tr> <td>7.75</td> <td>70 percent</td> </tr> <tr> <td>8.25</td> <td>75 percent</td> </tr> </tbody> </table> <p>[May refer AICTE Notification dated 01.03.2019, Clause 7.3]</p>	Grade Point	Equivalent	6.25	55 percent	6.75	60 percent	7.25	65 percent	7.75	70 percent	8.25	75 percent
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8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees ?	Not applicable												
9.	Period of probation, if any	01 year												
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption & % (percentage)of the posts to be filled by various methods.	<p>Direct Recruitment</p> <p>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 basis from officers of Central Government.”</p> <p>(May refer Clause 3.11.4 of DoPT Notification dated 31.12.2010)</p>												
11	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made.	<p>On Deputation basis:</p> <p>a.</p> <p>i. Holding analogous posts on regular basis in the present cadre / Department</p> <p style="text-align: center;">(or)</p> <p>ii. With 02 years regular service in posts in the Revised Pay Level – 9</p> <p style="text-align: center;">(or)</p>												

		with 04 years regular service in posts in the revised pay level -
		<p style="text-align: center;">AND</p> <p>b. Possessing the qualification and experience prescribed for direct recruits under Col. 7</p> <p>(May refer Clause 3.11.4 of DoPT Notification dated 31.12.2010)</p>
12.	If a DPC exists, what is its composition	<p>Group 'A' DPC (for confirmation of Direct Recruits):</p> <ol style="list-style-type: none"> 1. Chief Secretary, A & N Admn. - Chairman 2. Secretary (Edn.) - Member 3. Principal, DBRAIT – Member
13.	Circumstances in which UPSC is to be consulted in making recruitment.	<p>Consultation with UPSC for concurrence and vetting of Recruitment Rule.</p> <p>Consultation with BoG is necessary for appointment to the post on each occasion as per clause 5.1. IX of UGC guidelines dated 18.07.2018</p>

Duties and Responsibilities of Assistant Librarian:

1. To facilitate the students, faculty, and staff with all the literature that may be needed for their scholarly activities.
2. To manage library as well as digital library of the Institute.
3. Arranges to prepare the library budget and policies relating to the library/Digital library.
4. To encourage widespread usage of available information access facilities.
5. To be continuously in touch with the students and faculty to understand/assess their needs of Books/Journals/Magazines/CDs etc. and apprise the Dean, Academics about the same for procurement
6. Ensures procurement of books, CD-ROMs, Software, Journals etc., which are essential and/or recommended by the faculty.
7. Provides URL links/resources for information on various study material
8. Weeding out obsolete study material as per the college norms
9. Disposal of weeded out material
10. Ensures availability of reprographic facilities
11. Maintaining the books in good condition
12. Seeks reviews on books recommended
13. Seeks suggestions / feedback on databases used.
14. Provides digital library access from anywhere on campus.
15. Establishes specialized search facilities for faculty's teaching and research needs.
16. Establishes a repository of cases and keeps adding new cases on a continuous basis.
17. Provides adequate access and borrowing facilities to faculty pursuing Doctoral program.
18. Provides content page service.
19. Encourages use of smart card for library services.
20. Facilitates conduct of reading sessions.
21. Organizes various functions and activities such as library week or to install clubs such as reading club essentially to develop a very interactive and vibrant reading culture among the students, faculty and staff.
22. Makes arrangements in the library for hooking up laptops.
23. Develops a system for posting new additions online.
24. Any other work related to library that may be assigned from time to time.
25. Ensures availability of previous years question papers (semester end examination), academic regulations, course files, lab workbooks, syllabus copies, thesis/dissertation reports
26. Provides all statistical information pertaining to the library