

## ORDINANCE-XXIV

### Qualifications, Appointment, Emoluments, Terms and Conditions of Service of the Librarian

[Section 17, Statute 9]

#### 1. Qualifications

The qualifications for the post of Librarian shall be as specified in the Cadre Recruitment Rules framed by the Executive Council in accordance with Government of India Rules/ Instructions issued from time to time.

#### 2. Appointment

1. The Librarian shall be a whole-time salaried officer of the University appointed on the recommendation of a Selection Committee constituted for the purpose and shall be placed in the scale of pay as prescribed by the University Grants Commission and adopted by the Executive Council from time to time:
2. Provided that if the Librarian is appointed on deputation basis from any organisation his/her salary shall be such as admissible to him/her according to the rules of deputation of service to which he/she belongs: ☆  
Provided further that the Librarian shall retire on attaining the age of sixty two years.
3. Where an employee of the University or any other Institution/Government Department/organisation is appointed as Librarian, he/she shall continue to be governed by the same provident fund and pension schemes, to which he was entitled prior to his appointment as Librarian, and till he/she continues to hold his/her lien on that post.
4. The terms and conditions of service of the Librarian shall be such as prescribed for other non-teaching employees of the University.
5. If the services of the Librarian are borrowed from Government or any other organisation/Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.
6. When the office of the Librarian is vacant or when the Librarian is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.
7. A Librarian on deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendation of the Vice Chancellor.

*Amended vide Resolution No-8 of the 32<sup>nd</sup> Meeting of the Executive Council dated 18.08.2017*

### **3. Emoluments and Entitlements**

- (i) The Librarian shall be entitled to unfurnished residential accommodation for which he shall pay prescribed license fee as also free telephone facilities.
- (ii) The Librarian shall be entitled to such Leave, Allowances, Provident Fund and other terminal benefits as prescribed by the University from time to time for its non-teaching staff.

### **8. Responsibilities and Duties**

The Librarian shall take all necessary steps for:

- i) Acquiring, organising, managing, distributing library resources and ensuring that the library meets the needs of all its users;
- ii) Selecting, developing, cataloguing and classifying library resources;
- iii) Using library systems and specialist computer applications;
- iv) Managing of staff, training and/or supervisory duties;
- v) Managing budgets and resources;
- vi) Supporting independent research and learning;
- vii) Developing Information Technology facilities in the Library;
- viii) Assisting readers to use computer equipment, conduct Library searches;
- ix) Promoting the library's resources to users; and
- x) Any other responsibility or work entrusted to the Librarian by the Executive Council/Vice Chancellor from time to time.

### **9. Other Terms and Conditions**

The Librarian shall exercise such other powers and perform such duties as may be assigned to him/her by the Executive Council and/or the Vice-Chancellor.