

SL No	Name of the Post	No. of Post	Classification	Scale of Pay (in Rs.)	Whether selection post or selection	Whether benefit of added years non-admissible under Rule 30 of the C.C.S. (Pension) "Rules,1972"	Age limit for direct recruits of service	Education and other qualifications required for direct recruitment	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/ Transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by Promotion/ Deputation/ Transfer, grades from which promotion or deputation or transfer to be made
1	2	3	4	5	6	6a	7	8	9	10	
1.	DIRECTOR	1	Group A Senior	1500-60-1800-100-2000	Not applicable	Yes	Between 35-45 years	(a) At least 2nd class Master's Degree in Arabic/ Persian/islamics/Medieval Indian History or High academic qualification in these subjects. (b) Degree of Ph.D. in Arabic/Persian/Islamic/ Medieval Indian History (c) Degree in Library Science (d) Published research work of high academic standard (e) Ability to guide research scholars (f) Knowledge of Muslim civilization <u>EXPERIENCE</u> At least 10 years' experience of administration or guiding research or of both in a recognized institution	Not applicable	Direct recruitment	Not applicable
2.	Deputy Director	1	Group A Junior	1200-50-1300-60-1900	Not applicable	Yes	Between 35-45 years	(a) At least 2nd Class Master's degree in Arabic/ Persian/Islamic Studies/Medieval Indian History or outstanding scholarship of national level (b) Ability to guide research (c) Wide knowledge of Muslim civilization and culture <u>EXPERIENCE</u> (d) At least 10 years' experience of administration or guiding research or of both in a recognized institution <u>DESIRABLE</u> (i) Knowledge of Indian culture and Civilization. (ii) Degree of Library Science	Not applicabile	Direct recruitment	Not applicable
3.	Assistant Director	1	Group A Junior	1100-50-1600	Selection post	Yes	Between 25-35 years	(a) At least 2nd Class Master's degree in Arabic/ Persian/IslamicStudies/ Medieval Indian History or high academic qualification in these subjects	No	By promotion failing which by direct recruitment	Librarian having at least five year's service

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1	2	3	4	5	6	6a	7	8	9	10	
4.	Librarian	1	Group B	700-40-900-EB-40-1100-50-1300	Not applicable	Yes	Between 25-35 years	<p>(b) Seven year's experience of work with manuscripts</p> <p><u>DESIRABLE</u></p> <p>(i) Knowledge in Muslim civilization and culture (ii) Degree in Library Science</p> <p>(a) At least 2nd Class Master's degree in Arabic/ Persian/IslamicStudies/ Medieval Indian History or high academic qualification in these subjects</p> <p>(b) Degree in Library Science</p> <p><u>EXPERIENCE</u></p> <p>At least seven years experience of administration and organization in a library of standing</p>	Not Applicable	Direct recruitment	failing which Assistant Librarians having at least 5 years experience in the grade failing which by direct recruitment
5.	Assistant Librarian	5	Group B	650-30-740-35-810-EB-35-880-40-1000-EB-40-1200	Selection post	Yes	Between 25-35 years	<p>(a) At least 2nd Class Master's degree in Arabic/ Persian/IslamicStudies/ Medieval Indian History or high academic qualification in these subjects</p> <p>(b) Degree in Library Science</p> <p><u>EXPERIENCE</u></p> <p>At least five years experience of work in a library of standing</p>	No	66.66% by promotion, 33.34% by direct recruitment	Library Asstt. having at least 5 years' service in the grade
6.	Library Assistant	7	Group C	425-15-500-EB-15560-20-700	Not applicable	No	Between 21-30 years	<p>(a) At least 2nd Class Master's degree in Arabic/ Persian/ IslamicStudies/ Medieval Indian History or high academic qualification in these subjects</p> <p>(b) Degree in Library Science</p>	No	Direct recruitment	Not applicable

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7.	Khus Nawees	1	Group C	330-10-380-EB-12-500-EB-15-560	Not applicable	No	Between 21-30 years	<p><u>EXPERIENCE</u></p> <p>At least three years' experience of work in a library of standing</p> <p>(a) Thorough knowledge of Arabic and Persian languages</p> <p>(b) Knowledge of various scripts used in Arabic and Persian manuscripts</p> <p>(c) Good handwriting in Arabic and Persian calligraphy</p>	Not applicable	Direct recruitment	Not applicable
8.	Scribe	1	Group C	260-6-290-EB-6-326-8-366-EB-8-390-10-400	Not applicable	No	Between 18-40 years	<p>(a) At least ten years' experience of kitabat (Transcription for Press)</p> <p>(b) Knowledge of Arabic and Persian scripts</p>	Not applicable	Direct recruitment	Not applicable
9.	Library Attendant	3	Group D	210-4-250-EB-5-270	Selection	No	Between 18-25 years	<p>(a) Middle school Standards</p> <p>(b) Knowledge of Urdu</p>	No	By promotion failing which by direct recruitment	Farash/Peon Derban having three years' service in the grade
10.	Farash	4	Group D	196-3-220-EB-3-232	Not applicable	No	Between 18-25 years	<p>(a) Middle school Standards</p> <p>(b) Knowledge of Urdu</p>	Not applicable	Direct recruitment	Not applicable
ADMINISTRATIVE SECTION											
11.	Administrative Officer	1	Group B	650-30-740-35-EB-35-880-40-1000-EB-40-1200	Selection post	No	Between 25-40 years	(a) Graduate with knowledge of account, office procedure and rules and regulation applicable to Government Department	No	By promotion failing which by direct recruitment	Stenographers Accounts Assistants with atleast five years' service in the library and otherwise qualified

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12.	Stenographer	1	Group C	425-15-500-EB-15-560-20-700	Selection post	No	Between 21-30 years	(a) Graduate (b) Minimum speed of typing 45 wpm and in short hand 120 wpm	No	By promotion failing which by direct recruitment	Accounts Clerk with at least five years' experience in the library and otherwise qualified
13.	Accounts Assistant	1	Group C	425-15-500-EB-15-560-20-700	Selection Post	No	Between 25-30 years	(a) Graduate <u>EXPERIENCE</u> At least three years' experience of work in a similar capacity. <u>DESIRABLE</u> Working knowledge of Urdu	No	By promotion failing which by direct recruitment	Accounts clerk having five years' experience
14.	Accounts Clerk	1	Group C	330-10-380-EB-12-500-EB-15-560	Selection post	No	Between 21-30 years	(a) Graduate <u>EXPERIENCE</u> At least three years' experience in similar capacity	No	By promotion failing which by direct recruitment	Typist having 3 years' service in library and otherwise qualified
15.	Urdu Steno Grapher	1	Group C	330-10-380-EB-12-500-EB-15-560	Selection post	No	Between 21-30 Years	(a) Graduate (b) Ability to take dictation in Urdu (c) Minimum speed of 30 wpm in Urdu typing and 40 wpm in English typing	No	By promotion failing which by direct recruitment	Typist having 5 years service in library and otherwise qualified
16.	Photo Assistant	1	Group C	330-10-380-EB-12-500-EB-15-560	Not applicable	No	Between 20-25 years	(a) Matriculate (b) Certificate in reprography <u>EXPERIENCE</u> Experience in photography	No	Direct recruitment	Not applicable

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17.	Typist	2	Group C	260-6-290-EB-6-326-8-366-EB-8-390-10-400	Not applicable	No	Between 20-25 years	(a) Higher Secondary (b) Speed in typing 30 wpm	No	Direct recruitment	Not applicable
18.	Driver	1	Group C	260-6-326-EB-8-350	Not applicable	No	Between 20-25 years	(a) Middle school standard with driving licence	Not applicable	Direct recruitment	Not applicable
19.	Binder	2	Group D	225-5-260-6-290-EB-6-308	Selection post	No	Between 18-25 years	(a) Middle school certificate <u>EXPERIENCE</u> At least three years' experience of binding and repairing of manuscripts, delicate documents and old books.	No	By promotion failing which by direct recruitment	Menders having 2 years' service in the library
20.	Mender	3	Group D	210-4-250-EB-5-270	Not applicable	No	Between 18-25 years	(a) Middle School Standard Certificate (b) At least one years' practical experience of binding and repairing of manuscripts and printed books.	Not applicable	Direct recruitment	Not applicable
21.	Peon	1	Group D	196-3-220-EB-3-232	Not applicable	No	Between 18-25 years	Middle School Standard Certificate	Not applicable	Direct recruitment	Not applicable
22.	Orderly Peon	1	Group D	196-3-220-EB-3-232	Not applicable	No	Between 18-25 years	Middle School Standard Certificate	Not applicable	Direct recruitment	Not applicable
23.	Darban	1	Group D	196-3-220-EB-3-232	Not applicable	No	Between 18-25 years	Middle School Standard Certificate	Not applicable	Direct recruitment	Not applicable
24.	Mali	2	Group D	196-3-220-EB-3-232	Not applicable	No	Between 18-25 years	Middle School Standard Certificate	Not applicable	Direct recruitment	Not applicable
25.	Sweeper	1	Group D	196-3-220-EB-3-232	Not applicable	No	Between 18-25 years	Middle School Standard Certificate	Not applicable	Direct recruitment	Not applicable
26.	Security Guard	4	Group D	Fixed remuneration equivalent to the minimum emolument drawn by Darban	Not applicable	No	Ex-Servicemen Ex-BMP	Middle School Standard Certificate	Not applicable	Direct recruitment	Not applicable