

Library Assistant

This post belongs to the Library, Reference, Research, Documentation and Information Service. For structure and sanctioned strength of various grades in the service [click here](#). The post carries a pay scale of Rs.9300-34800(Pay Band-2) with Grade Pay of Rs.4600/- (Pre-revised). The incumbent of the post, in addition to pay and grade pay also gets DA, HRA & Parliamentary Allowance, as admissible, from time to time. CGHS facilities, Housing facilities, LTC and Tuition fee reimbursement benefits are also admissible.

Joint Secretary is the highest grade available in this service but its members can also be considered for appointment to higher grades in this Secretariat. The mode of recruitment to various grades of this service is given in Rajya Sabha Secretariat (Methods of Recruitment and Qualification for Appointment) Order, 2017, which is available at www.rajyasabha.nic.in/recruitment.

The Library Assistant is required to cull out information/material as may be required by the Secretariat or the Hon'ble Chairman or Hon'ble Deputy Chairman from Library records and to maintain the Library of Rajya Sabha Secretariat. He/She may also be required to process Bills relating to newspapers/periodicals/books etc. Besides it, he/she is required to deal with matters relating to purchase of books/magazines/journals, etc. He/she will also be required to perform such other duties and discharge such other responsibilities as may be assigned to him/her from time to time.