

**DETAILS OF THE POST OF LIBRARIAN IN DR. BHIM RAO AMBEDKAR
COLLEGE, DELHI**

- 1.Name of the post : Librarian
- 2.No. Of Post : 01
- 3.Pay Band and Grade Pay : Rs. 15,600-39,100 + Grad Pay Rs. 6,000
- 4.Mode of recruitment : On deputation
5. Maximum Age : 56 years.
- 6.Educational qualifications :
- i) **Essential:**
Master's Degree in Library Science/ Information Science/Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization/digitalization of library.
 - ii) Qualifying in the National Level test in the relevant subject conducted by the UGC or any other agency approved by the UGC.

Desirable:-

PG Diploma in Library Automation and Networking or equivalent.

7. Experience:-

Officer under the Central/State Govt., PSUs, Statutory/Autonomous bodies/ University/ College/ Institution.

- i) holding analogous post or
- ii) With 3 years' service in the pay band of Rs. 9300-34800 + Grade Pay of Rs. 4600 or 5 year experience in the grade pay of Rs. 4200/- or equivalent; and
- iii) At least 7 years of experience in Library work in a reputed educational institute,

8. Period of Deputation: Initially for one year. The period of deputation may be extend or curtailed at the discretion of the competent authority.

9. Job Requirement : According to the report of Kathpalia Committee University of Delhi, the job requirement of the post of College Librarian is an under:

- I. Performing, supervising / controlling/ monitoring the activities of the Library.

- II. Planning and implementing new techniques and technologies and providing guidance to the Library staff.
- III. Correspondence and supervising all administrative and financial jobs, preparing budget proposals, annual reports and agenda notes for various committee meetings, etc.
- IV. Having Good IT knowledge with experience in handling medium size library independently.
- V. Looking after the Library systems, Maintenance of books and data base, other regular Library procedures and other administrative work of the department.
- VI. Person should have good communication skills.
- VII. Technical qualification of Library Software will be an added advantage.
- VIII. Performing and supervising all professional and technical work relating to books, periodicals, electronic database and other formats of documents, collection development; reference, documentation and information, services, information literacy and competency programmes, stack rectification and stock Verifications, maintenance of stacks binding work; maintenance of library building and user facilities;
- IX. Planning and organizing ICT activities including content development;
- X. Planning and organizing extension activities;
- XI. Assisting the Principal and all other Library matters including Planning, Organizing, Development and Research.
- XII. Providing the Internet access services and undertaking the maintenance of hardware /Software /and peripherals etc.
- XIII. Arrangement of shift/holiday duties and attending the holiday/Sunday/Saturday duties as and when required;
- XIV. Maintaining the discipline in the Library under his/her control and following the rules, regulations procedures.
- XV. In the college Librarian is overall administrative/professional in charge of the jobs/activities listed above and coordinating at all levels within and outside the system.
- XVI. Any other jobs assigned from time to time by the Principal.

10. The eligible candidates may apply with attested copies of certificates of the essential qualifications and experience to "The Principal, Dr. Bhim Rao Ambedkar College (University of Delhi), Main Wazirabad Road, Yamuna Vihar, Delhi-110094 within 21 days from the date of the publication of the advertisement. Application received incomplete or after due date will not be entertained. Only short- listed candidates will be called for interview. College reserves the right to reject any or all applications/posts without assigning any reason.


Dr. G.K. Arora
Principal



DR. BHIM RAO AMBEDKAR COLLEGE
(University of Delhi)

PROFORMA FOR THE POST OF LIBRARIAN
(ON DEPUTATION)

Application No.....
For Office use

Affix Recent
Photo

Please Carefully Note: (1) Fill in all entries in own hand writing. (2) Incomplete form will not be processed/ considered and no enquiry will be entertained. (3) Enclose all self-attested testimonials/certificates (4) send the application through proper channel, if employed. (5) No TA/DA will be paid. (6) All entries are to be filled up. (7) The college reserve the right to stop the process if circumstances so warrant.

Fee: Nil for Deputation

1. a) Name (in block letters):b) Father's/Husband's Name:.....
c) Present Designation: Date of Joining.....
d) Length of service on present post as on date:
e) Present Office Address:..... Tel.:
f) Residential Address (current):.....
.....Pin code
g) Permanent residential address.....
.....Pin code
h) Telephone No.(Res):.....g) Mobile No.:.....
i) Email ID:.....

2. Date of Birth (in Christian era) (in Figure).....(in words).....
Age (as on date) YearsMonths. Date of Retirement.....
Male Female Married Unmarried Nationality

3. Educational (Academic and Technical) Qualification

Examination Passed	Regular/ Corresp.	Year of passing	Board/College/ University	%age	Div	Subjects
Academic Qualification						
Sr. Secondary/XII						
Bachelor's Degree						
Master's Degree						
M.Phil						
Ph.D.						
Technical Qualification						

4. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient:

Name of office/Inst. / Org.	Post Held/ Designation	Permanent / Temp./ Contract/ Deputation	Period		Length of Exp.	Gross Salary	Duties
			From	To			

5. Whether Educational and other qualifications required for the post are satisfied.....
6. Nature of present Employment:.....Tel.....
- 6.1 Name of the present Employer:.....
- 6.2 Designation Whether Ad-hoc/Temp./Permanent/
Deputation.....
- 6.3 Post held from:..... Length of service on this post.....
7. Emoluments per month now drawn: Total:
- a. Pay Band..... d. Grade Pay
- b. DA @ % e. HRA
- c. TA..... f. Any other allowance
8. Whether belongs to: General SC..... ST..... OBC..... PwD(VH/OH/HH).....
9. Additional information, if any, which you would like to mention in support of your suitability for the post.
Enclose a separate sheet, if the space is insufficient.....
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I declare that the statements made in the Application Form are true to the best of my knowledge and behalf.

Date

.....
Signature of the Applicant

..... For application in Employment

Facts stated in the above application have been verified and found correct.

Date

.....
Head of the Department/ Institution (with seal)
Tel.:.....