



# SRI AUROBINDO COLLEGE

(University of Delhi)  
MALVIYA NAGAR, NEW DELHI - 110017  
E-mail : principal@aurobindo.du.ac.in  
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श्री अरविन्द महाविद्यालय

(दिल्ली विश्वविद्यालय)

मालवीय नगर, नई दिल्ली-110017

Ref. No. SAC/2017/4689

Dated 26/09/2017

## NOTICE

Sri Aurobindo College (University of Delhi), Malviya Nagar, New Delhi-110017 invites the fresh application for filling up the post of Librarian on deputation basis. The details are as under:-

Sl. No.	Name	Pay Band & Grade Pay	No. of Post	Maximum age	Method of recruitment
1.	Librarian	Rs. 15600-39100+GP Rs. 6000/- (As per the existing norms of the University of Delh)	01	56 years	Deputation

Other usual allowances shall be admissible as per rules of University of Delhi / UGC from time to time.

The previous advertisement No. SAC/2016/3761 dated 15.06.2016 stands cancelled.

### ELIGIBILITY CONDITIONS:

#### 1) LIBRARIAN:

#### Educational Qualification:

- 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.
- Qualifying in the National Level Test in the relevant subject conducted by the UGC or any other agency approved by the UGC.
- Candidates, who are or have been awarded Ph.D. degree in accordance with the "University Grants Commission (Minimum standards and Procedure for Award of Ph. D. degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/ SLET/SET for recruitment and appointment of University Librarian / College Librarian.

**DESIRABLE:**

**PG Diploma in Library Automation and Networking or equivalent**

**EXPERIENCE:**

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

Or

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

**JOB REQUIREMENT:**

According to the report of Kathpalia Committee, University of Delhi, the job requirement of the post of College Librarian is as under:

1. Performing, supervising / controlling/ monitoring the activities of the Library.
2. Planning and implementing new techniques and technologies and providing guidance to the Library Staff.
3. Correspondence and supervising all administrative and financial jobs, preparing budget proposals, Annual reports and Agenda notes for various Committee meetings, etc.
4. Having Good IT knowledge with experience in handling medium size library independently.
5. Looking after the Library systems, Maintenance of books and data base, other regular Library procedures and other administrative work of the department.
6. Person should have good communication skills.
7. Technical qualification of Library Software will be an added advantage.
8. 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.
9. Planning and organizing ICT activities including content development.
10. Planning and organizing extension activities.
11. Assisting the Principal and all other Library matters including Planning, Organizing, Development and Research.
12. Providing the Internet access services and undertaking the maintenance of Hardware / Software and peripherals etc.



13. Arrangement of shift/ holiday duties and attending the holiday/ Sunday/ Saturday duties as and when required;
14. Maintaining the discipline in the Library under his/her control and following the rules, regulations procedures.
15. 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.
16. Any other jobs assigned from time to time by the Principal.

**NOTE:**


Persons who are on direct line of promotion in the cadre are not eligible for appointment on deputation basis. Similarly, deputationist is not eligible for absorption. The selection will be made on the basis of quality of ACRs, interview and skill test (if required as per University rules).

**PERIOD OF DEPUTATION:**

Initially for one year. The period of deputation may be extend or curtailed at the discretion of the Competent Authority.

**HOW TO APPLY**

Applications format and other information are available on the college website ([www.aurobindo.du.ac.in](http://www.aurobindo.du.ac.in)). The eligible candidates may apply with attested copies of certificates of the essential qualifications and experience. Duly completed application with required documents should reach within 21 days from the date of issue of advertisement to the Principal, Sri Aurobindo College (University of Delhi), Malviya Nagar, New Delhi-110017 through proper channel along with up-to-date ACRs of the last 3 years, vigilance clearance certificate and undertaking that no major / minor penalty has ever been imposed. Application received incomplete or after due date will not be entertained. Only shortlisted candidates will be called for interview. College reserves the right to reject any or all applications/posts without assigning any reason.

  
(Dr. Vipin Kumar)  
Principal (Offg.)

**Copy to:**

1. The Registrar, University of Delhi, Delhi-110007

2. The Principal, Delhi University Colleges (As Per list Attached).
3. The Registrar, Ambedkar University, Lothian Road Near old Delhi Railway Station, Kashmere Gate, Delhi-110006.
4. The Registrar, Jamia Milia Islamia, Jamia Nagar, Okhla, Delhi-110025.
5. The Registrar, IGNOU, New Academic Complex, Maidan Garhi, Delhi-110068.
6. The Registrar, GGSIP University, Sector-16C, Dwarka, Delhi-110078.
7. The Registrar, JNU, New Mehrauli road, Near Munirika, Delhi-110067.
8. The Registrar, DTU, Shahbad Daulatpur, Main Bawana Road, Delhi-110042.
9. The Secretary, Services Department, Delhi Sectt., Delhi.
10. The Commissioner, North Delhi Municipal Corporation, Dr. S P M Civic Center, Minto Road, New Delhi-110002.



**SRI AUROBINDO COLLEGE**  
**UNIVERSITY OF DELHI**  
**MALVIYA NAGAR, NEW DELHI-110017**

Application No. \_\_\_\_\_  
(To be filled by the Office)

**APPLICATION FOR THE POST OF LIBRARIAN**

Please paste duly  
attested passport size  
photograph here.

Advertisement No. / Date \_\_\_\_\_

Details of Fee: Nil for Deputation

1. Name (In BLOCK Letter) Mr. / Mrs. / Miss. \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Mother's Name \_\_\_\_\_
4. Date of Birth \_\_\_\_\_ Age \_\_\_\_\_
5. Nationality \_\_\_\_\_ Married / Unmarried \_\_\_\_\_ Sex \_\_\_\_\_
6. Postal Address \_\_\_\_\_  
\_\_\_\_\_  
Phone / Mob. No. \_\_\_\_\_ E-mail \_\_\_\_\_
7. Permanent Address \_\_\_\_\_  
\_\_\_\_\_
8. Do You belong to Scheduled Caste / Scheduled Tribe/ OBC (central List), PwD (VH, OH, HH) if yes, please indicate the category & attach a photocopy \_\_\_\_\_
9. Are you Ex-Servicemen / Disabled Defence Personnel / Development of Defence Personnel killed in action? If so, attach certificates \_\_\_\_\_



**10. Educational Qualifications (Secondary onwards) :**

Examination Passed	Year of Passing	School / University	Division	% age	Subject

**11. Professional / Technical qualifications :**

Examination Passed	Year of Passing	School / University / Institutions	Division	% age	Subject

**12. Experience, if ( Administrative / Technical /Any other) :**

Office in which worked / working	Designation Permanent / Temporary	Period		Length of service	
		From	To	Years	Months

**13. Present post if any with date of appointment (state whether permanent / on probation / temporary) :** \_\_\_\_\_

14. a) Present basic salary and allowances (state separately):

Pay scale/ Grade Rs. \_\_\_\_\_

Basic salary Rs. \_\_\_\_\_

Allowances: Rs. \_\_\_\_\_

Rs. \_\_\_\_\_

Rs. \_\_\_\_\_

Total Rs. \_\_\_\_\_

b) Date of next increment: \_\_\_\_\_

15. Do you know typewriting/shorthand? If so, stated speed :

Shorthand (English) \_\_\_\_\_ w.p.m. (Hindi) \_\_\_\_\_ w.p.m.

Typewriting \_\_\_\_\_ w.p.m. \_\_\_\_\_ w.p.m.

Computer proficiency: if yes, state which of the following you know and work with confidence (✓)

MS WORD		MS EXCEL		MS POWERPOINT	
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E-MAIL		BROWSING	
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16. Any other information \_\_\_\_\_

\_\_\_\_\_

17. Have you applied for any other post in the college? Give details : \_\_\_\_\_

\_\_\_\_\_

18. Indicate the time you will require to join, if selected \_\_\_\_\_

Dated: \_\_\_\_\_

(Full signature of applicant)

### **THROUGH PROPER CHANNEL**

The facts stated in the above application have been verified and found correct. Further, no disciplinary or vigilance case has either been contemplated or pending against the Official. The copy of **last three years** ACR/ APAR is enclosed herewith.

**Dated:** \_\_\_\_\_

**Head of the Department / Institution / Controlling Officer  
(With seal)**

### **DECLARATION:**

I have understood the important points placed above and declare that the statements made in the application form are true to the best of my knowledge and belief. In case of suppression of any information or submission of wrong facts, I shall be liable for disciplinary act as deemed fit and my candidature may be cancelled at any stage.

**Dated:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of the Applicant**

### **NOTES:**

1. Incomplete application will be rejected.
2. Applicants must attach all the relevant testimonials in support of their candidature, the failure to do so will lead to rejection of the application at the preliminary stage.
3. The application is liable to be rejected if received by the College after last date.
4. The college will not be responsible for postal delays due to strike etc. outside the control of the College.
5. Attested copies of all relevant certificates, degrees, testimonials etc. should be attached with the application and the original must be produced at the time of interview and at the time of joining, if selected.
6. Applicants, who are in employment, should send their applications through proper channel.
7. One passport size photograph should be pasted on the application form.
8. No TA/ DA will be paid for attending the prescribed tests and interview.
9. Please attach the Last Salary Certificate.
10. Attach additional sheets, if necessary.