



SRI AUROBINDO COLLEGE

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

श्री अरविन्द महाविद्यालय
(दिल्ली विश्वविद्यालय)
मालवीय नगर, नई दिल्ली-110017

Ref. No. SAC/2018/4917

Dated 30/01/2018

NOTICE

In continuation to earlier advertisement no. SAC/2017/4689 dated 26/09/2017, Sri Aurobindo College (University of Delhi), Malviya Nagar, New Delhi-110017 invites the application for filling up the post of Librarian on deputation / Adhoc 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 / Adhoc

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

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:

- (i) Those who have already applied against advertisement No. SAC/2017/4689 dated 26/09/2017 need not apply again.
- (ii) Information regarding interview to the eligible candidate will be communicated through email/ telephonic message.
- (iii) Application received incomplete or after due date will not be entertained.
- (iv) Only shortlisted candidates will be called for interview.
- (v) College reserves the right to reject any or all applications/post without assigning any reason.

HOW TO APPLY

Applications format and other information are available on the college website (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 08 days from the date of issue of advertisement to the Principal, Sri Aurobindo College (University of Delhi), Malviya Nagar, New Delhi-110017.


(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, HII) 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	
E-MAIL			BROWSING		

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)