



भगिनी निवेदिता कॉलेज
Bhagini Nivedita College
दिल्ली विश्वविद्यालय
(University of Delhi)

कैर, समीप नजफ़गढ़, नई दिल्ली-110043
Kair, (Near Najafgarh), New Delhi-110043

Ph. No. – 011-71631597 Email – bnc.kair@gmail.com Website: bhagininiveditadu.ac.in

BNC/ADMN/ADVT./Librarian/

Dated:

VACANCY CIRCULAR

Applications on prescribed format are invited from the eligible candidates for appointment to the 01 post of Librarian (UR), on deputation basis in the Academic Grade Pay Level-10. The last date for receipt of application is 10/04/2026 or within two weeks from the date of publication of the advertisement in the Employment News, whichever is later. For eligibility criteria, pay scales and other details, please visit the college website bhagininiveditadu.ac.in.

Any addendum/corrigendum shall be posted only on the college website.

Sd/-
(Prof. Ruby Mishra)
Principal (OSD)

Note: The candidates are instructed to carefully read the eligibility criteria along with the General instructions to fill the application form.



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BNC/ADMN/ADVT./Librarian/

Dated: 16.03.2026

Applications are invited in the prescribed format for the post of Librarian on deputation basis initially for a period of one year which may be extended as per UGC/DU/DOPT rules. The details are given below:

S. No.	Name of the Post	Pay Level	No. of Post	Max. Age Limit	Category	Method of Recruitment
1.	Librarian	10	01	56 Years	Open	Deputation

The last date for receipt of application is 10.04.2026 or within two weeks from the date of publication of the advertisement in the Employment News, whichever is later.

Any addendum/Corrigendum shall be posted only on the Institute Website. It shall be the responsibility of the candidates to monitor the same.

Essential Qualification:

1. 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.
2. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the candidates registered for the Ph.D. Degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:-

- a) The Ph.D. degree of the candidate has been awarded in the regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) Open Ph.D. Viva Voce of the candidate has been conducted;
- d) The Candidate has published two research papers from his/her Ph. D. work out of which at least one is in a referred journal;
- e) The candidate has presented at least two papers based on his/her Ph.D. work in Conferences/Seminars sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.

NOTE:

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affair) of the University concerned.

- (ii) NET/SLET/SET shall not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

2: DESIRABLE:

PG Diploma in Library Automation and Networking or equivalent.

EXPERIENCE:

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

- i) Holding analogous post or
- ii) With 3 years' service in the pay band of Rs.9300-34800+Grade Pay Rs.4600 (Revised to Level-7 as per 7th CPC) or 5 years' experience in the grade pay of Rs.4200/- (Revised to Level-6 as per 7th CPC) or equivalent; and
- iii) At least 07 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 meeting, 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 others in 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 dues 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 performance in the interview and skill test (if required as per university rules).

GENERAL INSTRUCTIONS AND GUIDELINES:

1. The period of deputation is initially for a period of one year and may be extended or curtailed at the discretion of the competent authority. The Terms and Conditions of the deputation shall be as per DoPT/DU/UGC Guidelines issued in the regard. The said appointment can be terminated even before the expiry of the period mentioned without assigning any reasons thereof.
2. All the Candidates will be required to appear in an interview to adjudge their ability of expression and knowledge relating to their work as prescribed by the University of Delhi.
3. List of candidates short listed for interview will be notified on College website. Interested candidates are requested to monitor on same.
4. The selection will be made on the basis of quality of ACRs and interview. Those on deputation are not eligible for absorption.
5. Candidates are required to submit the Disability Certificate in the format prescribed by the Government of India, Department of Personnel and Training vide OM No. 36035/3/2004-Estt (Res) dated 29.12.2005. The format is available on the website www.persmin.nic.in.
6. The candidates are required to submit the self-attested certificates of educational qualification, experience and other certificates along with the application form.
7. The following documents are to be enclosed along with the application form:
 - a) A No Objection Certificate to the effect that the concerned forwarding authority has no objection to the appointment of the applicant to the post applied.
 - b) Details of penalties, if any, imposed on the applicant during the last five years.
 - c) Integrity Certificate.
 - d) Vigilance clearance in respect of the applicant duly signed by the officer of appropriate level along with certified copies of ACRS/APRs for the last five years.

NOTE: Information at Point No. b, c and d above is to be furnished by the present employer of the applicant confidentially in a sealed cover addressed to the Principal, Bhagini Nivedita College, University of Delhi, Kair, Near Najafgarh, New Delhi-110043. The college reserves the right to reject any or all applications/posts without assigning any reason.

CANVASSING IN ANY FORM WILL BE DISQUALIFICATION:

Sd/-
Prof. Ruby Mishra
Principal (OSD)

BHAGINI NIVEDITA COLLEGE
(UNIVERSITY OF DELHI)
KAIR, NEAR NAJAFGARH, NEW DELHI-110043
BIO-DATA/CURRICULAUM VITAE PROFORMA

1.	Name and Address (In Block Letters)									
2.	Date of Birth (In Christian Era)									
3.	Date of Retirement under Centre/State Govt. Rules									
4.	Educational Qualifications									
5.	Whether Educational and other Qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state authority for the same.									
	Qualifications/Experience required as mentioned in the advertisement/ vacancy circular		Qualifications/Experience possessed by the Officer							
	<u>Essential</u>									
	A) Qualification									
	A) Experience									
	<u>Desirable</u>									
	A) Qualification									
	B) Experience									
<p>Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department/office at the time of issue of Circular and Issue of Advertisement in the Employment news.</p>										
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the posts.									
7.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signatures, if the space below is sufficient.									
	Office/ Institution	Post held on regular basis	From	To	Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for				
<p>Important Note:- Pay Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay Scale of the post held on regular basis to be mentioned. Details of ACP/ MACP with present Pay Band and Grade Pay where such benefits have been drawn by the candidate, may be indicated as below:-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Office/Institution</td> <td style="width: 30%;">Pay, Pay Band and Grade Pay drawn under ACP/ MACP Scheme</td> <td style="width: 15%;">From</td> <td style="width: 30%;">To</td> </tr> </table>							Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/ MACP Scheme	From	To
Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/ MACP Scheme	From	To							
8.	Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent									
9.	In case the present employment is held on deputation/contract basis, please state: -									
	The date of initial employment	Period of appointment of deputation/ contract	Name of the parent office/ organization to which the applicant belongs	Name of the post and Pay of the post held in substantive capacity in the parent organization						
<p>Note:- In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate. Information under column 9 must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization</p>										

10	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.	
11	Additional details about present employment: Please stat whether working under a) Central Government b) State Government c) Autonomous Organization d) Govt. Undertaking e) Universities f) Others	
12	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.	
13	Are you in the revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	
14	Total Emoluments per month now drawn	
	Basic Pay in PB	Grade Pay
		Total Emolument
15	In case the applicant belongs to an Organization which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organization showing the following details may be enclosed.	
	Basic Pay with Scale of Pay and rate of Increment	Dearness Pay/ Interim relief/other Allowances etc. (with break-up details)
		Total Emoluments
16.A	Additional Information, if any relevant to the post you applied for in support of your suitability for (This among other things may provide information with regard to i) Additional Academic Qualifications b) Professional training and iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement).	
16B	Achievements: The candidate are requested to indicate information with regard to: i) Research publication and reports and special projects. ii) Awards/Scholarship/Official Appreciation iii) Affiliation with the professional bodies/institutions/ societies, and iv) Patents registered in own name or achieved for the organization v) Any research/innovative measure involving official recognition. vi) Any other information.	
17	Please state whether you are applying for Deputation (ISTC)/Absorption/Re- employment basis	
18	Whether belong to SC/ST Category	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and not material fact having bearing on my selection has been suppressed/ withheld.

Date:

Signature of the Candidate

Name _____

Address _____

Contact no: _____

Email: _____

Certification by the Employer/ Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possess educational qualification and experience mentioned in the Advertisement. If selected, he/she will be relieved immediately.

2. Also certified that:

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____.
- ii) His/Her integrity is Certified.
- iii) His/Her CR dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years Or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

Countersigned
(Employer/Cadre Controlling Authority with Seal