



# SRI AUROBINDO COLLEGE

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

Phone : 011-26692986  
Fax : 011-26691014

श्री अरविन्द महाविद्यालय

(दिल्ली विश्वविद्यालय)  
मालवीय नगर, नई दिल्ली-110017

Ref. No. ....

Dated .....

SAC/2021/1240

06.12.2021

## NOTIFICATION

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

Sl. No.	Post Name	No. of Post	Cat.	Age Limit	Pay Matrix Level	Method of Recruitment
1.	Librarian	01	UR	56 years	Pay Matrix Level - 10 (University of Delhi rules applicable)	Deputation / Adhoc

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

### ELIGIBILITY CONDITIONS:

#### 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

Contd...p/2



# SRI AUROBINDO COLLEGE

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

Phone : 011-26692986  
Fax : 011-26691014

श्री अरविन्द महाविद्यालय

(दिल्ली विश्वविद्यालय)

मालवीय नगर, नई दिल्ली-110017

Ref. No. ....

Dated .....

(-2-)

- (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 documents, collection development, reference, documentation and information, services, information literacy and competency programs, 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.

Contd...p/3





# SRI AUROBINDO COLLEGE

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

Phone : 011-26692986  
Fax : 011-26691014

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

Ref. No. ....

Dated .....

-3-

16. Any other jobs assigned from time to time by the Principal.

## HOW TO APPLY:

Application 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 qualification and experience. Duly completed application with required documents should reach latest by 15-12-2021 to the office of Principal, Sri Aurobindo College, Malviya Nagar, New Delhi – 110017 by post or by hand.

## IMPORTANT INSTRUCTIONS:

1. Information regarding interview to the eligible candidate will be communicated through e-mail only.
2. Only shortlisted candidates will be called for interview.
3. Application received incomplete or after due date will not be entertained.
4. The college reserves the right to change the nature and/or number of post advertised or to abolish the post without assigning any reason thereof.
5. The college reserves the right to fill or not to fill any / all the post advertised.
6. Any addendum and corrigendum will be notified on the college website only.
7. If at any point, the candidate is found to be ineligible, his/her candidature will stand cancelled.
8. Candidates are also advised to monitor the college website before coming to the interview venue and are required to report at the interview venue an hour before the commencement of the test.
9. Canvassing in any form shall be a disqualification.
10. Those applying on deputation must apply through proper channel.

  
Principal