



Satyawati College (Evening)

(University of Delhi)
Ashok Vihar, Phase-III, Delhi-110052
Phone: 011-27213402

Ref. No. SCE/ Lib. /2017

October 06, 2017

NOTICE

Satyawati College (University of Delhi), Ashok Vihar, Phase-III, Delhi-110052 invites the application for filling up the post of Librarian on deputation basis. The details are as under:-

Sr. 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 Delhi)	01	56 Years	Deputation

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

Eligibility Conditions:

1. Librarian:

Educational Qualification

- i. 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.
- iii. Candidates, who are or have been awarded Ph.D. degree in accordance with the "University Grant 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 year's 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 Librarian.
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 Committees meeting etc.
4. Having Good IT knowledge with experience in handling medium size library independently.
5. Looking after the Library systems, Maintenance of book 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 book, periodicals, electronic database and other formats of documents, collection development, reference, documentation and information, services, information literacy and competency

programmes, stack rectification and stock verification, 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.satyawatievedu.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 on or before 27.10.2017 to the Principal, Satyawati College (Evening) (University of Delhi), Ashok Vihar, Phase-III, Delhi-110052 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. Keshav Gupta]
Principal Acting

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, cashmere Gate, Delhi-110006.
4. The Registrar, Jamia Milia Islamia, Jamia Nagar, Okhla, Delhi-110068.
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 Munirka, Delhi-110067.
8. The Registrar, DTU, Shahbad Daultpur, 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.



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(University of Delhi)
Ashok Vihar, Phase-III, Delhi-110052

Application No. _____
(To be filled by the Office)

Please paste
duly attested
passport size
photograph here

APPLICATION FOR THE POST OF LIBRARIAN

Advertisement No./Date: _____

Name (In Block Letter) Mr. /Mrs. /Miss _____

Father's Name: _____

Mother's Name: _____

Date of Birth: _____ Age: _____

Nationality: _____ Married/Unmarried: _____ Sex: _____

Postal Address: _____

Phone/Mob. No. _____ Email: _____

Permanent Address: _____

Do you belong to Scheduled Caste/Scheduled Tribe/OBC (Central List), PwD (VH, OH, HH) if yes,
please indicate the category & attach a photocopy _____

Are you Ex-Servicemen/Disabled Defence Personnel/Development of Defence Personnel killed in action ?
is so, attached certificates _____

Education Qualification (Secondary onwards):

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

Professional/Technical Qualification:

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

Experience, if (Administrative/Technical/Any other):

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

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: ___/___/___

Signature of the Applicant