



# SRI AUROBINDO COLLEGE

(University of Delhi)  
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श्री अरविन्द महाविद्यालय

(दिल्ली विश्वविद्यालय)

मालवीय नगर, नई दिल्ली-110017

Ref. No. SAC/2018/5163

Dated 30/07/2018

## NOTICE

### FOR WALK-IN-INTERVIEW FOR THE POST OF LIBRARIAN ON DEPUTATION / ADHOC BASIS HELD ON 07.08.2018

In continuation to earlier advertisement no. SAC/2018/4917 dated 30.01.2018 and SAC/2017/4689 dated 26/09/2017, The College will conduct walk-in-Interview for appointment of Librarian on Deputation / Adhoc basis held on **07.08.2018 at 09.30 a.m.** in the college premises (Sri Aurobindo College (University of Delhi), Malviya Nagar, New Delhi-110017) under University of Delhi rules from time to time.

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 for deputation	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.

  
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- iii) 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.




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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) Eligibility will be rechecked at the time of interview.
- (ii) On deputation required NOC from employer.
- (iii) Candidates are required to reach the college before one hour from the commencement of the Interview.
- (iv) The college will place corrigendum in any, on the College website only. Candidates are requested to monitor the same before turning up for the interview on the schedule date.
- (v) College reserves the right to reject any or all applications/post without assigning any reason.

  
**(Dr. Vipin Kumar)**  
**Principal (Offg.)**  
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