



**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(UNIVERSITY OF DELHI)
PSP AREA IV, DR. K.N. KATJU MARG, SECTOR-16, ROHINI, DELHI – 110 089**

**POST OF LIBRARIAN ON DEPUTATION / TEMPORARY BASIS AGAINST LEAVE
VACANCY**

Applications are invited in the prescribed format for the post of Librarian on deputation / temporary basis in the pay scale of ₹ 15,600-39,100/- with Academic Grade Pay of ₹ 6,000/- plus usual allowances which shall be according to the rules in force in the University of Delhi from time to time as per details given below:

Sl. No.	Name of the Post	No. of Posts	Category	Nature of post	Max. Age
1	Librarian	One (01)	Unreserved	On deputation / temporary	55 years

1. EDUCATIONAL QUALIFICATIONS:

Essential:

- 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.

Desirable:

PG Diploma in Library automation and networking or equivalent.

2. EXPERIENCE:

Officer under the Central / State Government, PSUs, Statutory/Autonomous Bodies/Univeristy/College/Institution.

- Holding analogous post or
- With 3 years' service in the pay band of Rs. 9300-34800 plus Grade Pay of Rs. 4600/- or 5 years' experience in the Grade Pay of Rs. 4200/- or equivalent; and
- At least 7 years of experience in Library work in a reputed educational institute.

3. PERIOD OF DEPUTATION:

Initially for a period of one year (likely to be extended).



4. JOB REQUIREMENT:


- a. Performing, supervising/controlling/monitoring the activities of the Library as In Charge and coordinating at all levels within and outside the system.
- b. Planning and implementing new techniques and technologies and providing guidance to the Library Staff.
- c. Correspondence and supervising all administrative and financial jobs, preparing budget proposals, annual reports and agenda notes for various committees meetings, etc.
- d. Performing and supervising all professional and technical work relating to books, periodicals, electronic databases 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.
- e. Planning and organizing ICT activities including content development.
- f. Planning and organizing extension activities.
- g. Providing the Internet access services and undertaking the maintenance of hardware/software/and peripherals etc.
- h. Sanctioning and maintaining the records of Casual Leaves/Restricted Holidays and forwarding the Medical and Earned Leave application of the Library staff.
- i. Maintaining the discipline in the Library and following the rules, regulations and procedures.
- j. Arrangement of shift/holiday duties and attending the holiday/Sunday/Saturday duties as and when required.
- k. Performing Opening and Closing of the Library.
- l. You will be overall administrative/professional in charge of the Library and responsible for performing, supervision, controlling of all jobs/activities as mentioned above.
- m. Any other jobs assigned by the competent authority from time to time.

The eligible candidates may apply with self-attested copies of certificates of the essential qualifications and experience to "The Principal, Shaheed Sukhdev College of Business Studies, PSP Area IV, Dr. K.N. Katju Marg, Sector – 16, Rohini, Delhi – 110 089" upto **29th January, 2018**.

Incomplete applications and applications received after the last date will not be entertained. Only shortlisted candidates will be called for interview.

College reserves the right to reject any/all applications without assigning any reason thereof.

Any addendum / corrigendum shall be posted only on the college website. It shall be the responsibility of the candidates to monitor the same.



(Poonam Verma)

Principal

डॉ. पूनम वर्मा / Dr. Poonam Verma

प्राचार्या / Principal

शाहीद सुखदेव कॉलेज ऑफ बिजनेस स्टडीज

SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES

(दिल्ली विश्वविद्यालय / University of Delhi)

पी एस पी खण्ड-IV, डॉ. के.एन.काटजू मार्ग, सेक्टर-16,

रोहिणी, दिल्ली-110 089 (भारत)

PSP Area-IV, Dr. K.N. Katju Marg, Sector-16,
Rohini, Delhi-110 089 (INDIA)





**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(UNIVERSITY OF DELHI)
PSP AREA IV, DR. K.N. KATJU MARG, SECTOR-16, ROHINI, DELHI – 110 089
(A COLLEGE 100% FUNDED BY GOVT. OF NCT OF DELHI)**

Please affix your recent
passport size photograph
here

APPLICATION FORM FOR THE POST OF LIBRARIAN

1. Name (in block letters)
2. Parent's / Spouse's Name.....
3. Date of birth: Age (as on date): Years..... Months
4. Nationality:
5. Gender: Male / Female:
6. (a) Post held, if any, at the time of sending
the application, date of appointment
(whether permanent, on probation or temporary)
- (b) Name of the Employing Authority:
7. Category to which you belong: (Tick) **UR / OBC* / SC / ST / PwD**

Are you physically handicapped?

If yes, explain the nature and extent of disability:

*OBC Category candidates must mention the Page No. & Sl.No. of their cast as mentioned in the

Central List



8. Correspondence Address:

.....
.....
.....

Pin Code No.

Phone / Mobile

E-mail ID.....

Permanent Address:

.....
.....
.....

Pin Code No.

Phone / Mobile

E-mail ID.....

9. Present Basic Pay with Grade Pay

Basic Pay: ₹

Grade Pay: ₹

10. Academic Qualifications & Research :

ACADEMIC					
Exam passed	Name of Institution & University / Board	Subject & Thesis title	Year of passing	Total marks	Marks %
Ph.D or equivalent					
NET					
SLET					
M.Phil or equivalent					
Post-Graduation					
Graduation					

11. Work Experience :

Sl. No.	Name of the Organization	Designation	Duration (Time Period)	Salary Drawn (Basic Pay with Grade Pay)

The total number of years of work experience: years

12. Indicate the time you will require to join, if selected:

.....



13. Provide details of publications/Research:

.....
(If required, attach additional sheet having the details of publications/Research)

14. Name and address of two references

<i>Sl. No.</i>	<i>Name & Designation</i>	<i>Address</i>	<i>Tel. No</i>	<i>E-Mail</i>

15. Any other information:

Dated:

.....
Signature of the Applicant

Declaration:

I declare that all the statements made in the Application Form are true to the best of my knowledge and belief.

Dated:

.....
Signature of the Applicant

Forwarded:

The facts stated in the above application have been verified and found correct.

Dated:

.....
Head of the Department/ Institution
(with seal)

Pls. Note:

- (i) Enclose the following with the application:
 - (a). List of publications.
 - (b). NET Certificate.
 - (c). Educational Certificates in ascending order from graduation to Ph.D.
 - (d). X/XII Class Certificate indicating Date of Birth.
 - (e). Any other relevant documents.
- (ii) The original certificates along with attested photocopies of each of the above must be produced at the time of interview and on joining, if selected.
- (iii) Applicants who are in employment should send their applications through their employers (through proper channel).
- (iv) Incomplete application form will be rejected.
- (v) No T.A/D.A. will be paid for attending the prescribed tests and interview.
- (vi) The college reserves the right not to fill up the post advertised without assigning any reason.

