



सत्यवती कॉलेज Satyawati College

अशोक विहार, फेज-III, दिल्ली-110052

ASHOK VIHAR, PHASE-III, DELHI-110052

Website : www.satyawati.du.ac.in, E-mail : principal@satyawati.du.ac.in

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NAAC ACCREDITED "A" GRADE

SC/ADMN./PA-27/2021-22
4th August, 2021

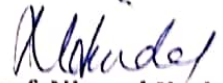
NOTICE

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:

S.No.	Name	Pay Scale *	No. of Post	Maximum Age	Method of Recruitment
1	Librarian	PB-3 Rs.15600+39100 + Rs. 6000 (AGP) pre-revised	01	56 years	Deputation

The last date for receipt of application is within twenty one days from the date of publication of advertisement on the college/DU website i.e. till 25.08.2021 For details please refer to the college website: <http://satyawati.du.ac.in>. Any addendum/corrigendum shall be posted on the college website. It shall be the responsibility of the candidates to monitor the same.

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


Prof. Nirmal Jindal
Officiating Principal

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, Kashmere 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-110042
8. The Registrar, DTU, Shahbad Daulatpur, 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

Eligibility Condition:

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 Eligibility 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 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 subject to the fulfilment 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 examiner;
 - c) Open Ph.D viva voice of the candidate has been conducted;
 - d) The candidate has published two research papers form his/her Ph.D work out of which at least one is in a refereed 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.

Desirable:

PG Diploma in Library Automation and Networking of 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 Kathpalla 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 extensions activities.
11. Assisting the Principal and all other library matter including Planning, Organizing, Development and Research.
12. Providing the Internet Access service and undertaking the maintenance of Hardware/Software and peripherals etc.
13. Arrangement of shift/holidays 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 job/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).

General Instructions and Guidelines:

1. The period of deputation is initially for a period of one year extendable upto two years. The terms and conditions of the deputation shall be as per DoPT/DU/UGC guidelines, issued in this regard. The said appointment can be terminated even before the expiry of the period mentioned without assigning any reasons thereof.
2. The candidates are required to submit the self-attested certificates of educational qualification, experience and other certificates alongwith the applications form.
3. The following documents are to be enclosed alongwith the application form:
 - (i) 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.
 - (ii) Details of penalties, if any, imposed on the applicant during the last five years.
 - (iii) Integrity Certificate
 - (iv) Vigilance clearance in respect of the applicant duly signed by an officer of appropriate level alongwith certified copies of ACRs/APRs for the last 5 years and undertaking that no major/minor penalty has ever been imposed.
 - (v) The application received after due date and incomplete application will not be entertained.
 - (vi) Only shortlisted candidates will be called for interview.
 - (vii) The college reserves the right to reject to any or all applications/post without assigning any reason.

Canvassing in any form will be disqualification.

The application in the prescribed format is to be forwarded through proper channel to the principal, Satyawati College, Ashok Vihar, Phase-III, Delhi-110052 within twenty one (21) days from the date of publication of advertisement i.e. 25.08.2021.


Prof. Nirmal Jindal
Officiating Principal



Satyawati College

[University of Delhi]

Ashok Vihar, Phase-III, Delhi-110052

Phone No.011-27219570, Fax No.011-27446953 Website: www.satyawati.du.ac.in

APPLICATION FORM FOR THE POST OF LIBRARIAN

1. Name of the Applicant :

(In Block Letters)

2. Father's/Husband's Name :

3. Date of Birth :

4. Age (as on 25.08.2021) :

Year _____ Month _____ Day _____

5. Whether belongs to any reserved category (YES/NO):

6. If YES, name of the category :

(SC/ST/OBC/EWS/PWD)

7. Address for Communication :

(i) Temporary Address :

Mobile No. _____

Email ID _____

(ii) Permanent Address :

Mobile No. _____

Email ID _____

8. Gender (Male/Female/Other):

Self-Attested recent colour Photo

9. Nationality : _____
10. Marital Status : _____

11. (a) Present Basic pay, Grade pay and Allowances:

(b) Age of retirement of the

post presently held : _____

(c) Minimum basic pay, Grade

pay acceptable (per months) : _____

12. Academic Qualifications research:

Exam Passed	Board/ University	Institution	Passing year	Percentage of marks	Division
Ph.D or equivalent					
NET					
SLET					
M.Phil/M.Tech or Equivalent					
Post Graduate					
Graduate					
XII					

13. (a) Work Experience:

(Total number of years of work experience : _____)

Name of Organization	Designation	Working Period		Salary/pay Scale
		From	To	

(b) Provide a complete list of publications with full bibliographic details, ISSN/ISBN number and impact factor of journals, if available (books authored/edited, chapter in books, research papers in journals, conference proceedings or book review or popular article in relevant area:

(c) Provide a details of research projects undertaken (if any):

14. Basic computer literacy and awareness:

15. (a) Academic awards/medals and distinctions:

(b) Membership/Fellowship of Learned bodies/Societies:

16. Name Address, Phone numbers and Email IDs of three referees who are familiar with the applicant's academic work:

1.

2.

3.

DECLARATION

1. I _____ hereby declare that my position on deputation as _____ in Satyawati College shall not derive any right to me to claim seniority in the said post in respect of the services rendered by me on deputation.
2. I am liable to be repatriated to my parent organization or any in accuracies in the details noted above or for contravention or any provisions in the rules/orders governing the deputation or any other administrative reasons.
3. That I am not due for promotion and shall not ask for pre-mature repatriation owing to DPC in parent department or for any other reasons.

Date: _____

Place: _____

(Signature of Applicant)

(THROUGH PROPER CHANNEL)

Forwarded with the remarks that the facts stated in this application have been verified and found correct. Further, no disciplinary or vigilance case has either been contemplated or pending against the Official and this organization/department has no objection in his/her applying for the post referred in the application. The copy of last three years ACR/APAR is enclosed herewith.

**Signature of the Head of the
Organization/Department
(With Seal)**

Date: _____

Place: _____

Note: -

1. Self-attested photo copies of certificates, Mark Sheet, Testimonials etc. should be attached with the application and the originals must be produced at the time of interview and at the time of joining, if selected,
2. The applications shall be shortlisted by a screening committee as per the University Guidelines to be called for interview before the selection committee.
3. Except where otherwise indicated, applicant appearing for interview shall do at their own expense.
4. Applications who are in employment should send their applications through proper channel.
5. On the recommendation of the screening committee, any eligible candidate may be called for interview by the college, even if he/she may not have applied for the post within the stipulated time.
6. Incomplete application will be rejected.
7. The application is liable to be rejected if received by the College after last date.
8. The College will not responsible for postal delays due to strike etc. outside the control of the College.
9. One passport size photograph should be pasted on the application form.
10. No TA/DA will be paid for attending the prescribed test and interview.
11. Please attach the last salary certificate.

List of Enclosures:

1. List of publications
 2. NET Certificate.
 3. Education Certificates in ascending order from Graduation to Ph.D
 4. X/XII Class Certificates indicating date of birth.
 5. Any other relevant documents.
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