



**Hansraj College**  
University of Delhi  
Mahatma Hansraj Marg, Malka Ganj  
Delhi - 110007

**हंसराज महाविद्यालय**

दिल्ली विश्वविद्यालय  
महात्मा हंसराज मार्ग, मल्कागंज  
दिल्ली 110007

NAAC GRADE A<sup>+</sup> WITH CGPA 3.62

Ref. No. HRC/NTAdv./Lib./2020

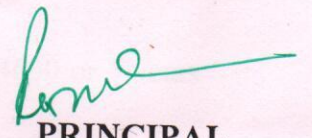

01.01.2021

**ADVERTISEMENT**

Hansraj College, University of Delhi invites applications for the post of Librarian on deputation basis as per details given below :

S. No.	Name of the Post	Pay Band and Grade Pay	Maximum Age	No. of posts	Method of Recruitment
1	Librarian	PB-3 Rs. 15600 – 39100 + 6000 (AGP) pre-revised	56 years	01	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 21-01-2021 For details please refer to the college website : <https://www.hansrajcollege.ac.in/>. Any addendum/ corrigendum shall be posted only on the college website. It shall be the responsibility of the candidates to monitor the same.

  
PRINCIPAL  


E-mail: principal\_hrc@yahoo.com Tel: +91-11-27667458, +91-11-27667747



## **EDUCATIONAL QUALIFICATIONS & OTHER REQUIREMENTS :**

### **Essential Qualifications :**

1. A 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.
2. Qualifying in the National Eligibility Test conducted for the purpose by the UGC or any other agency approved by the UGC.
3. Candidates who are or have been awarded Ph.D degree in accordance with the "University Grants Commission (Minimum standards and Procedure for Award 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 fulfillment 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 examiners;
  - 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 or equivalent.

### **EXPERIENCE**

Officer under the Central/ State Govt., PSU, 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 and 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 extensions 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 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.



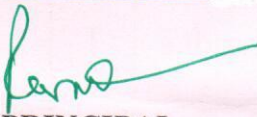

## General Instructions and Guidelines

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 application form.
3. The following documents are to be enclosed alongwith the application form:
  - a. 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.
  - b. Details of penalties, if any, imposed on the applicant during the last five years.
  - c. Integrity Certificate.
  - d. 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.

Canvassing in any form will be disqualification.

The application in the prescribed format is to be forwarded through proper channel to the Principal, Hansraj College, University of Delhi, Mahatma Hansraj Marg, Malka Ganj, Delhi – 110007 within twenty one days from the date of publication of advertisement i.e.

21-01-2021

  
PRINCIPAL  




**HANSRAJ COLLEGE**  
**UNIVERSITY OF DELHI**  
**Mahatma Hansraj Marg, Malka Ganj, Delhi – 110007**

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APPLICATION FORM

Post Applied For : \_\_\_\_\_

1. Name of the Applicant (in Block Letters) : Mr./Miss/Mrs. \_\_\_\_\_

2. Father's/ Husband's Name : \_\_\_\_\_

3. Date of Birth : (i) \_\_\_\_\_

(ii) Age: Years : \_\_\_\_ Months : \_\_\_\_ Day : \_\_\_\_ (as on 01.01.2021)

4. Whether belongs to any reserved category : \_\_\_\_\_ (Yes/No)

if yes, name of the category : \_\_\_\_\_ (OBC/SC/ST/PwD(OH/VH/HH)  
(if yes please attach certificate)

5. Address for Communication : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

6. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

7. Sex : \_\_\_\_\_ (Male/Female)

8. Nationality : \_\_\_\_\_
9. Marital Status : \_\_\_\_\_ (Married/ Unmarried)

10. Present Basic Pay, Grade Pay and Allowances (give details)

\_\_\_\_\_

Age of retirement of the post presently held \_\_\_\_\_

11. Academic Qualifications Research And Work Experiences :

Exam Passed	Board/ University	Institution	Passing Year	% marks and Division
Ph.D. or equivalent				
NET				
SLET				
M. Phil/ M. Tech equivalent				
Post Graduate				
Graduate				

12. (a) Work Experience :  
(Total number of years of work experience \_\_\_\_\_ years)

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

(b) Provide 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.

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

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13. Basic computer Literacy and Awareness :

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14. (a) Academic awards/ medals and distinctions : \_\_\_\_\_

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

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15. Names Address, Phone numbers and E-mail IDs of three referees who are familiar with the applicant's academic work :

1. \_\_\_\_\_

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2. \_\_\_\_\_

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3. \_\_\_\_\_

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Notes :-

1. Self attested photo copies of certificates, Mark sheets, 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.

Declaration :

1. I \_\_\_\_\_ hereby declare that my position on deputation as \_\_\_\_\_ in Hansraj 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)

List of Enclosures :

1. List of publications
2. NET Certificate
3. Education Certificates in ascending order from Graduation to Ph.D.
4. X class certificate indicating Date of Birth.
5. Any other relevant documents.



(for applicant in employment)

Forwarded with the remarks that the facts stated in this application have been verified and found correct. This organization/ department has no objection in his/her applying for the post referred in the application.

Date : \_\_\_\_\_

\_\_\_\_\_

Signature of the Head of the Organization/ Department

(with seal)