Tirumala Tirupati Devasthanams

శ్రీ వేంకటేశ్వర కళాశాల

Sri Venkateswara College
(University of Delhi)

NAAC Grade A+

Ref. No.: SVC/Lib./2023)1106   Date: 30/05/2023

NOTICE

Sri Venkateswara College (University of Delhi), Dhaula Kuan, New Delhi-110021, invites the application, from the eligible candidate, for filling up the post of College Librarian on deputation basis.

The details are as under:

S.No.	Name of the post	Pay Scale*	No. of Post	Maximum Age	Method of Recruitment
1.	College Librarian	Level 10 as per 7th CPC	01	56 years	Deputation

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

The last date for receipt of applications is 10.06.2023. For details, please refer to the College Website www.svc.ac.in. Any Addendum/ Corrigendum shall be posted on the College website. It shall be responsibility of the candidates to monitor the same,

PRINCIPAL
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Dhaula Kuan, New Delhi-110021

Copy for information and wider publicity, please:

1. The Registrar. University of Delhi, Delhi- 110007.
2. The University Librarian, University of Delhi, Delhi-110007.
3. The Principal, Delhi University College (as per list attached)
4. The Registrar, Ambedkar University, Lothan Road near Old Delhi Railway Station, Kashmere Gate, Delhi-110006.
5. The Registrar, Jamia Milia Islamia, Jamia Nagar, Okhla, Delhi- 110068.
6. The Registrar, IGNOU, New Academic Complex, Maidan Garhi, Delhi-110068.
7. The Registrar, GGSIP University, Sector- 16 C, Dwarka, Delhi- 110078.
8. The Registrar, JNU, New Mehrauli Road, Near Munirka, Delhi-110042.
9. The Registrar, DTU, Shahbad Daulatpur, Main Bawana Road, Delhi- 110042.
10. The Secretary, Services Department, Govt. of NCT of Delhi, Delhi Secretariat Complex, 7th Level, B-Wing & 5th Level, A-Wing, I.P. Estate, New Delhi-110002.
11. The Commissioner, North Delhi Municipal Corporation, Dr. SPM Civic Center, Minto Road, New Delhi – 110002.

Eligibility Conditions:

Essential:

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)

2. A consistently good academic record with knowledge of computerization of library.

3. Besides fulfilling the above qualifications, the candidate must have cleared the National eligibility Test (NET) conducted by the UGC, CSIR or who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations 2009 or 2016 and their subsequent amendments from time to time as the case may be:

   Provided that the award of degree to candidates registered for the Ph.D. Programme prior to 11th July 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institutions awarding the degree. All such Ph.D. candidates shall be exempted from the requirement of NET for recruitment and appointment of Assistant Professor or equivalent positions in University/ Colleges/ Institutions subject to the fulfilment of the following conditions: -

   a) The Ph.D. Degree of the candidate has been awarded in regular mode;
   b) The Ph.D. thesis has been evaluated by at least two external examiners;
   c) An Open Ph.D. viva voice of the candidate has been conducted;
   d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a referred 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.

<div align="center">OR</div>

(i) Holding analogous post or
(ii) With 3 years' service in the pay band of Rs. 9300-34800+Grade Pay Rs.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.

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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 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 and 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.

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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 or till the regular appointment, whichever is earlier. The terms and conditions of the deputation shall be as per DoPT/11/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 along with the applications form.

3. The following documents are to be enclosed along with 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 along with 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, Sri Venkateswara College, Dhaula Kuan, New Delhi-110021 by 10.06.2023.

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Self-Attested
Recent Colour
Photo

APPLICATION FORM FOR THE POST OF LIBRARIAN (on Deputation basis)

1.	Name of the Applicant (In Block Letters)	
2.	Father's/Husband's Name	
3.	Date of Birth	
4.	Age (as on 10.06.2023)	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**	
	Temporary Address	
		Mobile: ....
		Email :.......................................
	Permanent Address	
8.	Gender (Male/Female/Other)	
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 month)	

12.   Academic Qualification Research:

Exam Passed	Board/University	Institution	Passing Year	Percentage of Marks	Divisions
PhD 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 proceeding or book review or popular article in relevant area:

_____
_____
_____
_____

(c)   Provide 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 work:

1. _____

_____

2. _____

_____

3. _____

_____

DECLARTION

1. I_____ hereby declare that my position on deputation as _____in Sri Venkateswara 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 the College.
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.