

dpl

DELHI PUBLIC LIBRARY
(An Autonomous Body under Ministry of Culture)

S.P. Mukherjee Marg,
Delhi - 110 006

NOTICE FOR APPOINTMENT TO THE FOLLOWING POSTS

Sl. No.	Name of Post	Pay Scale	Category
1.	Assistant Library & Information Officer	Level-7 (Rs. 44900-142400)	Post-1 (UR)
2.	Library & Information Assistant	Level-6 (Rs. 35400-112400)	Total 6 posts UR-3 OBC-2 SC-1
3.	Driver	Level-2 (Rs. 19900-63200)	Post-1 (UR)
4.	Multi Tasking Staff	Level-1(Rs. 18000-56900)	Total 9 Posts SC-1 OBC-02 UR- 06

Applications are invited for the above posts in DPL by **DIRECT RECRUITMENT**. **“The number of vacancies can be decreased or increased at the time of selection/ appointment due to administrative reasons, if any.”**

The applications complete in all respect along with postal order/DD for Rs. 300/- from the candidates belonging to un-reserved/OBC and Rs.150/- from SC/ST candidates to be drawn in favour of **“Secretary, Delhi Library Board”** should be sent to **Dy. Director (Admn.), Delhi Public Library, S.P. Mukherjee Marg, Delhi-110006** so as to reach within a period of 30 days from the date of publication of the notification in Employment News.

The details in respect of each post relating to Qualification, Age etc. may be seen on Library's website **www.dpl.gov.in**

G. Arora

DELHI PUBLIC LIBRARY

(An autonomous organization under Ministry of Culture, Government of India)
S.P. Mukherjee Marg, Delhi-110006

Delhi Public Library (DPL) established in 1951 with over 41 service points and employing about 210 staff, is the largest public library network in the country. The DPL system is managed by the Delhi Library Board (DLB) as an autonomous organization under the Ministry of Culture, Government of India. The DPL is looking for fill up 01 (one) post (**Unreserved**) of "**Assistant Library & Information Officer**" in the pay matrix level-7(Rs.44900-142400) **BY DIRECT RECRUITMENT** in Delhi Public Library.

1. Qualifications

Essential :

- i) Master's Degree in any discipline with Master's Degree in Library Science of a recognized university or equivalent, OR

Bachelor's Degree in any discipline with Master's Degree in Library Science of a recognized University or equivalent.
- ii) Experience of computerizing Library activities and networking with other libraries:
- iii) Three years professional experience in a Library of Standing.

2. Age Limit for post:

Not exceeding 35 years

(Relaxable for Govt. servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.).

Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidate in India and not be closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J&K State, Lahul & Spiti Distt. and Pangi Sub Division of Chamba Distt. Of Himachal Pradesh, Andaman & Nicobar Islands of Lakshadweep).

3. Job Specifications :

- Assistant Library & Information Officer (ALIO) supervises professional duties under the direction of LIO.
- To control and to look after the work of the Zonal Libraries
- To conduct inspection of libraries, preparation of inspection reports; follow-up action on inspection report, public relation activities with the

- respective RWA of the zone and with professional organizations and groups
- To advise libraries in toning-up professional work;
- Book selection for units, compilation of monthly statistics, preparation of withdrawn/discarded books, binding list of books and to report to Library and Information Officer

Eligible candidates may send their applications accompanied with Postal Order or Demand Draft for **Rs. 300/- for Un-Reserved/OBC Categories and 150/- for SC/ST candidates** to be drawn in favour of "**Secretary, Delhi Library Board**" alongwith self attested supporting documents viz. qualification and experience etc. as required above may be sent to Dy. **Director (Admn.), Delhi Public Library, S.P. Mukherjee Marg, Delhi - 110 006** within 30 days from the date of publication of advertisement for the post in the "**Employment News**" for consideration for appointment.

for *G. Avora.*
Dy. Director (Admn.)
Delhi Public Library

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1. Qualifications

Essential :

- i) Master's Degree in any discipline with B. Lib. Sci. or Bachelor's Degree in any discipline with M. Lib. form a recognized University or Institute; **OR**
- ii) Bachelor's Degree in any discipline with Degree of Library Science or Library & Information Science from a recognized University or Institute with two years professional experience in Library under Central Government or State Govt. or Autonomous or Statutory Organization or Public Sector Undertaking or University or Recognized Research or Educational Institution:
- iii) Diploma in Computer Application/or in Library automation (or equivalent) from a recognized University or Institute.

Note 1: Qualifications are relaxable at the discretion of the competent authority, for reasons to be recorded in writing, in case of candidates otherwise well qualified.

Note 2: The qualification regarding experience is relaxable at the discretion of the competent authority, for reasons to be recorded in writing, in case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if any stage of selection the Competent Authority is of the opinion, that sufficient number of candidates from these communities possessing the requisite experience are not like to be available to fill up the vacancies reserved for them.

2. Age Limit for post

Not exceeding 35 years

(Relaxable for Govt. servant upto 5 years in accordance with the instruction or orders issued by the Central Govt.).

Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidate in India and not be closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J&K State, Lahul & Spiti Distt. And Pangi Sub Division of Chamba Distt. Of Himachal Pradesh, Andamans & Nicobar Islands of Lakshadweep).

3. Job Specifications :

- Library & Information Assistant (LIA) supervises professional duties under the direction of ALIO/LIO.
- To do public service, including circulation, lending, classification and information services, Acquisition of Library materials including e-resources, serials processing checking of shelving & tracing of books.
- To operate computer systems and perform input/output duties related to information and database.
- To attend to the work relating to computerized services of various library activities.

Eligible candidates may send their applications accompanied with Postal Order or Demand Draft for **Rs. 300/- for Un-Reserved/OBC Categories and 150/- for SC/ST candidates** to be drawn in favour of "**Secretary, Delhi Library Board**" alongwith self attested supporting documents viz. qualification and experience etc. as required above may be sent to **Dy. Director (Admn.), Delhi Public Library, S.P. Mukherjee Marg, Delhi - 110 006** within 30 days from the date of publication of advertisement for the post in the "**Employment News**" for consideration for appointment.

for G. Arora.
Dy. Director (Admn.)
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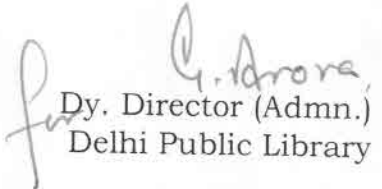
Delhi Public Library (DPL) established in 1951 with over 62 Mobile service points and employing about 212 staff, is the largest public library network in the country. The DPL system is managed by the Delhi Library Board (DLB) as an autonomous organization under the Ministry of Culture, Government of India. It is proposed to fill up **01 (ONE)** post (**Unreserved Category**) of "**MOTOR DRIVER (Ordinary Grade)**" in the Pay Matrix (Level-2 – Rs. 19900-63200) **BY DIRECT RECRUITMENT** in Delhi Public Library as Essential Qualification and Job Specification indicated below :

1. Qualifications

Essential :

- i) 10th Class pass
 - ii) Must be possessing valid Driving License for Light and Heavy Motor Vehicles
 - iii) Three years' experience of driving light and heavy motor vehicles.
2. The age limit for **DIRECT RECRUITMENT** shall be 18-27 years. However, age relaxation, wherever applicable, will be governed by the Govt. of India Rules.
3. The crucial date for determining the age limit shall be the closing date for receipt of applications from the candidates.

Eligible candidates may send their applications accompanied with postal order/DD for Rs. 300/- for UR and OBC candidates and Rs. 150/- for SC/ST candidates to be drawn in favour of "**Secretary, Delhi Library Board**" alongwith self-attested supporting documents viz. qualification and experience etc. as required above may be sent to **Dy. Director (Administration), Delhi Public Library, S.P. Mukherjee Marg, Delhi - 110 006** within 30 days from the date of publication of advertisement for the post in the '**Employment News**' for consideration for appointment


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1. Qualifications

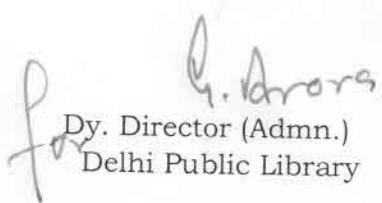
Essential :

- i) 10+2 or equivalent from a recognized Board/Institute.
 - ii) Certificate/Diploma in Library and Information Science.
2. The age limit for DIRECT RECRUITMENT shall be 27 years. However, age relaxation, wherever applicable, will be governed by the Rules and Regulations of Govt. of India.
 3. The crucial date for determining the age limit shall be the closing date of receipt of applications from the candidates.
 4. Application fee will not be refunded.

5. Job Specification :

- a) Multi-Tasking Staff (Library) (MTS. Lib.) perform duties under the direction of Senior Officers.
- b) Dusting and cleaning of books, etc.
- c) Arrangement of books in shelves.
- d) Check post duties and other miscellaneous duties.
- e) Maintenance of current files.
- f) Docketing of letters.
- g) Keeping of files of various sections in the Record Room.
- h) Duplicating, Scanning and photocopying work, etc.

Eligible candidates may send their applications accompanied with postal order or Demand Draft for Rs. 300/- for UR/OBC Categories and Rs. 150/- for SC/ST candidates to be drawn in favour of "**Secretary, Delhi Library Board**" alongwith self-attested supporting documents viz. qualification and experience etc. as required above may be sent to **Dy. Director (Administration), Delhi Public Library, S.P. Mukherjee Marg, Delhi - 110 006** within 30 days from the date of publication of advertisement for the post in the '**Employment News**' for consideration for appointment.


Dy. Director (Admn.)
Delhi Public Library

Application for the post of "

"

Affix recent
passport size
Photograph

1. Full name of the applicant (in block letters)
2. Father's / Husband's name (in block letters)
3. Date of Birth (in Christian Era)
4. Educational Qualifications :

Name of Examination passed	Board /University	Name of Institute	Year of passing	% of Marks /Div. Obtained	Subjects taken

5. Experience:
6. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
7. Whether belongs to SC/ST/OBC
8. Address for communication, including email address and mobile number
9. Permanent address
10. Nationality

DECLARATION

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false, incorrect or ineligibility being detected before or after the test/interview, my candidature will stand automatically cancelled.

Date: _____

Signature of Applicant