

**dpl**

**DELHI PUBLIC LIBRARY**  
**(An Autonomous Body under Ministry of Culture)**  
S.P. Mukherjee Marg,  
Delhi - 110 006

**NOTICE FOR APPOINTMENT TO THE POST OF LIBRARY &  
INFORMATION ASSISTANT ON DEPUTATION BASIS**

Applications are invited for the **06 (Six) posts to the post of LIBRARY & INFORMATION ASSISTANT in DPL** in the pay band PB-2 Rs. 9300-34800 + Grade Pay Rs. 4200 by **deputation including short term contract/absorption basis.** "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 respects 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.

Details of Advertisement are available on Library's website  
**[www.dpl.gov.in](http://www.dpl.gov.in)**

**Delhi Public Library**

S.P. Mukherjee Marg,

Delhi - 110 006

To

The Secretary,  
All Ministries/Deptts. of the Central Govt./  
All State Governments

Sub: Filling up of 06 (six) posts of Library & Information Assistant (LIA),  
Group B (Non-Gazetted) (Non-ministerial) in PB-2 (Rs. 9400-34800  
+ 4200 GP) in the office of Delhi Public Library on deputation including  
Short term contract/absorption basis

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Applications are invited from eligible and suitable officers for filling up of 06 posts of Library and Information Assistant, Group B Non-Gazetted (Non-ministerial) in Pay Band -2 Rs. 9400-34800 with Grade Pay Rs. 4200 in Delhi Public Library on deputation including short-term contract /absorption basis. Posts can be decreased or increased at the time of selection. Details of the post, eligibility conditions etc. are given in the Annexure-I (vacancy circular). The pay of the officer selected for appointment on deputation basis will be regulated in terms of DoPT's O.M. No. 6/8/2009-Estt. (Pay.II), dated 17.6.2010 as amended from time to time.

2. Applications of only such officers/candidates will be considered as are routed through proper channel and are accompanied with (i) Bio-data (in duplicate) as in the Proforma given (Annexure II) (ii) Attested photocopies of ACRs for the last five years (ACRs to be attested on each page by an officer not below the rank of an Under Secretary) (iii) Vigilance Clearance Certificate (iv) Integrity Certificate and (v) Statement giving details of major or minor penalties imposed on the officer, if any, during the last 10 years. (If no penalty has been imposed 'Nil' Certificate should be enclosed).

3. It is, therefore, requested that the applications of suitable and eligible officers and who can be spared immediately in the event of selection may be sent directly to the Deputy Director (Admn.), Delhi Public Library, S.P. Mukherjee Marg, Delhi - 110006 within a period of 30 days from the date of issue/publication of this advertisement in the Employment News/Rozgar Samachar.

4. Advance copies of applications or received after the prescribed closing date or not accompanied with the required certificates/documents are liable to be rejected.

Yours faithfully,



(Sudha Mukherjee)  
Deputy Director (Admn.)  
23979297

Copy for information and necessary action to:

1. All Govt. Autonomous Bodies/PSUs
2. All Attached & Subordinate Offices under the Ministry of Culture
3. JS(PP)/PPA/Director, MoC.



**DELHI PUBLIC LIBRARY**

(An Autonomous Body 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 188 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 06 (SIX) posts of "Library & Information Assistant" in the Pay of Rs. 9300-34800 + Grade Pay Rs. 4,200/- **BY DEPUTATION including short term contract/absorption basis** in Delhi Public Library. The posts can be decreased or increased at the time of selection.

**1. Qualifications**

**Essential :**

- i) Bachelors Degree of Library Science or Library & Information Science from a recognized university or Institute;
- ii) Two years profession experience in Library under Central Government or State Govt. or Autonomous or statutory organization or Public Section Undertaking or University or Recognized Research or Educational Institution;

**Desirable :**

- i) Diploma in Computer Application 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 qualifications 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.** The crucial date for determining the age limit shall be the closing date for receipt of applications from the candidates.

**3. Deputation including short term contract/absorption :**

Officers of the Central/State Govt. Central/State Govt./Autonomous Bodies/Public Sector Undertakings :

- (a) I) Holding analogous posts on regular basis or;

II) With six years of regular service in the post in the pay band 1 of Rs. 5200-20200 Grade Pay Rs. 2800 or with 18 years of regular services in posts in the pay band of Rs. 5200-20200 + Grade Pay Rs. 1900 and

- (b) Possessing the qualifications and experience prescribed under Para -1 above.

**Note 1 : Period of deputation:** The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed 3 years.

**Note 2 : Age Limit:** The maximum age limit for appointment by deputation including short term contract/absorption shall be not exceeding 56 years as on the closing date of receipt of applications.

#### **4. Regulations of pay and other terms of deputation**

The pay of the selected candidates will be regulated under the provisions contained in the DoPT OM No.6/8/2009-Estt.(pay-II) dated 17.6.2010 as amended from time to time.

#### **5. Reservation of SC/ST**

No provision for reservation exists for the post to be filled up on deputation( including short term contract) basis.

#### **6. Job Specification :**

- Library & Information Assistant (LIA) performs the professional duties under the direction of ALIO/LIO.
- To perform jobs related to enrolment of members, circulation, lending, classification, cataloguing, processing of book & serials, reference and information services. Acquisition of Library materials including e-resources, serials, checking of shelving & tracing of books, preservation of book material etc.
- To organize community outreach programmes, helping with activities like Story Telling/ Reading Sessions, workshop, events etc.
- To maintain database and records.
- To organize IT access and solving user problems.

The applications of eligible willing candidates alongwith relevant documents in support of qualifications and experience, etc. may be forwarded through proper channel to **Dy. Director (Administration), Delhi Public Library, S.P. Mukherjee Marg, Delhi - 110 006** within 30 days from the date of the publication of the advertisement for this post in the '**Employment News/Rozgar Samachar**' for consideration for appointment on deputation basis. Applications not forwarded through proper channel or those received without the certificates and necessary documents will not be entertained..

7. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

  
Dy. Director (Admn.)  
Delhi Public Library



**BIO-DATA/CURRICULUM VITAE PROFORMA**

Name of the post Applied for	
1. Name and Address (in block letters)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under Central/State Govt. Rules	
4. Educational qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same).	
Qualifications/Experience required as mentioned in the	Qualifications/experience possessed by the officer
advertisement/vacancy circular	
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>5.1 <b>Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs of DPL/DLB at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate</p>	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post	

6.1 <b>Note:</b> Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	
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7. Details of employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

**\*Important:** Pay Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP and present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below :

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent	
9. In case the present employment is held on deputation/contract basis, please state	



a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation	
<p><b>9.1 Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p><b>9.2 Note:</b> Information under Column 9 (c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.</p>				
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details				
<p>11. <b>Additional details about present employment</b></p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Govt.  b) State Govt.  c) Autonomous Organisation  d) Government Undertaking  e) Universities  f) Others</p>				
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade				
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.				
14. Total emoluments per month now drawn				
Basic pay in the PB			Grade Pay	Total emoluments

15. In case the applicant belongs to an Organisation which is not following the Central Government Pay scales, the latest salary slip issued by the Organisation showing the following details may be enclosed

Basic Pay with Scale of pay and rate of increment	Dearness Pay/Interim relief/other Allowances etc., (with break-up details)	Total emoluments


**16.A** Additional information, if any, relevant to the post you applied for in support of your suitability for the post.

(This among other things may provide information with regard to i) additional academic qualifications ii) professional training and iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)

**(Note : Enclose a separate sheet, if the space is insufficient)**

**16.B Achievements:**

The candidates are requested to indicate information with regard to :

- i) Organization of outreach community programme  helping in organizing of community activities like story telling/reading sessions, workshop, events, etc.
- ii) Awards/Scholarship/Official Appreciation
- iii) Affiliation with the professional bodies/institutions/societies and;
- iv) Any innovative services
- v) Any other information.

**(Note : Enclose a separate sheet if the space is insufficient)**

17. Please state whether you are applying for deputation (ISTC/Absorption/Re-employment Basis) (Officers under Central/State Governments are only eligible for "Absorption". Candidates of Non-Government Organizations are eligible only for short term contract)

# (The option of "STC/Absorption/ Re-employment" are available only if the vacancy circular specially mentioned recruitment by "STC" of "Absorption" or "Re-employment").

18. Whether belongs to SC/ST



I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The Information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed /withheld.

(Signature of the candidate)

Address : \_\_\_\_\_

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

**Certification by the Employer/Cadre Controlling Authority**

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

**4. Also certified that :**

- i) There is no vigilance case pending/contemplated against Shri/Smt. \_\_\_\_\_
- ii) His/her integrity is certified.
- iii) His/her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be).

Countersigned

\_\_\_\_\_  
(Employer/Cadre Controlling Authority with Seal)