



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
(A STATE UNIVERSITY ESTABLISHED BY THE GOVT. OF NCT OF DELHI)
SECTOR- 16-C, DWARKA, NEW DELHI-110078
(www.ipu.ac.in)

F. No. 1(4)(39)/P-III/2022/5

Dated: 02/01/2023

EMPLOYMENT NOTICE TO FILL UP THE POSTS OF LIBRARIAN

Applications are invited in prescribed format (as per Annexure enclosed) to appoint one post of Librarian in University Information Resource Centre (UIRC) in PB-4 of Rs.37,400-67,000 with GP of Rs.10,000/-

Mode of Appointment: On Deputation/ On Contract. The retired Librarian may also apply for appointment on Contract.

Eligibility qualifications & experience

(A) Deputation :

The Officers holding the analogous post or working as Librarian in any Government Educational Institutions/ Research Institutes/ Colleges *etc* with qualification and experience as under "B" below :

Contract:

Candidates possessing the qualifications and experience as mentioned in 'B' below. Retd. Librarians with following qualifications may also apply:-

- As per U.G.C. 2018 Regulations:-

(B) A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point -scale wherever the grading system is followed.

(i) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years experience as a College Librarian.

(ii) Evidence of innovative Library services, including the integration of ICT in a library.

(iii) A Ph.D. Degree in library science/information science/documentation /archives and manuscript-keeping.

Period of Deputation: The appointment on Deputation will be initially for a period of 03 years, which may be extendable.

Period of Contract: The appointment on Contract will be initially for a period of one year which may be extended subject to performance.

Age limit: Below 64 years for Contract appointment.

Pay: (i) Deputation: As per Govt. Rules.

(ii) Contract: (a) Consolidated Salary commensurate with the eligibility and qualifications.

(b) In case of Retired Librarian, pay as per University Rules.

Last Date for Submission of Application is 20th January, 2023 upto 5.00 PM.

R.C. Kesari
02/01/2023

(R.C. Kesari)

Deputy Registrar (Recruitment)

General Instructions and Guidelines

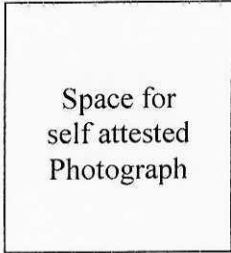
1. The number of posts may vary at the discretion of the University. Applicants not found suitable for the position applied, may be considered for the next lower position/post/Grade Pay, if available and the University reserves the right not to fill some or all the posts advertised, if the circumstances so warrant.
2. No column of application should be left blank. Strike out those columns, which are not applicable.
3. All applicants who are presently employed in Government/Semi Govt./Public Sector Undertaking/University/Recognized Educational Institute etc. should apply through proper channel enclosing a certificate from that Government organization stating that no Vigilance or Disciplinary case was pending or contemplated against them and submit their ACR/APAR of last five years and 'No Objection Certificate' alongwith Vigilance Clearance at the time of interview, if not submitted earlier. Failure to provide the same shall make them ineligible for consideration to the post. Application received late shall not be entertained and delay in transit shall be the responsibility of applicant.
4. The educational qualification, age, experience and other conditions of eligibility as stipulated above against the post shall be determined as on the closing date of receipt of applications.
5. Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment.
6. Application Form must also be accompanied by attested copies of all Educational and Professional Qualifications, Experience Certificates. An application, without the said documents is likely to be rejected during the course of screening.
7. In case of large number of applicants, University reserves the right to short-list applications in any manner as may be considered appropriate and no reason for rejection shall be communicated. No claim for refund of cost of application or processing fee shall be entertained.
8. Merely calling the candidate in interview does not entail for selection to the advertised post.
9. The University reserves the right to fill or not to fill post advertised, no correspondence, whatsoever, will be entertained from the candidates regarding postal delays, conduct, result and reason for not being shortlisted.
10. Update (if any) pertaining to this advertisement, to fill up referred posts, will be uploaded on university website. It is in the interest of the applicant to visit the university website to their convenient.
11. The University reserves the right to withdraw advertised posts at any time without assigning any reason. Any consequential vacancies arising at the time of Interview may also be filled up from the available candidates.
12. Full name may be mentioned in application form. If there was change of name at any stage of time, original name may also be mentioned.
13. Employment of the University shall be governed by the rules and regulations, service conditions, as may be notified by the University from time to time.
14. In addition to basic pay, employee shall be entitled to other allowances as per rules and regulations of the University.

15. No applicant having more than one living wife/husband is eligible for appointment.
16. Incomplete/unsigned application /application without photograph/application not in prescribed proforma and those received in University after closing date will be rejected without assigning any reason.
17. No documents will be accepted or considered by the University after submission of application form by the candidate and no subsequent request for its change will be considered or granted.
18. Candidature of applicant shall be subjected to verification of testimonials at a subsequent stage.
19. No TA/DA shall be payable to applicant for any journey performed for attending the test/ interview.
20. Canvassing in any form shall be treated as disqualification.
21. No enquiry personal or in writing for recruitment shall be entertained.
22. Any dispute, if any, with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.
23. The application, on the prescribed format, duly filled in, complete in all respects, should be submitted in the University or sent by Speed-post, so as to reach to the **Deputy Registrar (Personnel), Room No. 021, Administrative Block, Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi-110078 latest by January 20th, 2023 (Friday), by 5:00 p.m.** The University will not be responsible for any postal delay or loss.
24. The envelope containing application should be superscribed as “**Application for the post of**“**on Deputation/ Contract**”.

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APPLICATION FORM

- Note: 1. Fill in all the information in block letters only.
 2. Attach separate sheet in case of insufficient space in any column.
 3. Attach copies of all educational qualification and experience certificates only.



01. Post applied for : Librarian (On Contract/ Deputation)

02. Discipline/Specialization :

03. Candidate's name in full :

04. Address for correspondence

PIN

05. Permanent residential address:

PIN

06. (a) Telephone No. (with STD Code) :

(b) Mobile No. :

(c) Fax No. (with STD code) :

07. E-mail address :

08. Date of Birth : (Day) (Month) (Year)

(As stated in Xth Certificate)

Age as on last date of submission Years Months Days

09. Father's/ Husband's name:

10. Marital status: 11. Sex:

12. Nationality :

13. Category (Gen./OBC/ SC/ST/PWD*): Religion Minority (Yes/No)

14. Designation & complete postal Address of current employer :

 PIN

* Persons With Disabilities

15. Educational Qualifications:

Examination	University/ Board	Year of Passing/ Award	Division	% age of marks/ grade	Subjects
Metric /SSC/ 10 th Class					
10+2 or equivalent					
Graduation Specify name of degree					
Post Graduation Specify name of degree					
M. Phil			** Title of Ph.D. Thesis		
Ph. D. **					
Any other					

16. Date of submission of Ph.D. Thesis : (Day) (Month) (Year)

17. i) Month & year of passing of NET//GATE or similar test : (Month) (Year)

ii) Roll No.:

18. Field of specialization: _____

19. Experience (Please start with the latest):

Name of the institution/ organization	Post held	Pay scale/ Pay Band with AGP	Last basic pay (in Rs.)	Period		Nature of work	Reasons for leaving (wherever applicable)
				From	To		

26. Any other relevant information you wish to give in support of your candidature:

27. Name and address of two persons (other than relatives) to whom references can be made:

1.

2.

28. Certified that the information given by me in this application form is complete and correct to the best of my knowledge & belief and nothing has been concealed there from. I also understand that in case any information is found to be false, my services shall be liable to be terminated without notice.

I have read the instructions and guidelines issued for the candidates.

Date:

Place:

Signature of the candidate

29. Recommendation of the employer (to be submitted by those who are in employment) – (if applicable)

Date :

Place:

Signature & Seal of the employer

Performa for Personal Information for the post of Librarian

1. Post applied on (Deputation/ Contract):.....

2. Personal Details:

Applicant Name	Father's Name	Date of Birth	Address	Mobile No.	Email ID	Status of Employment whether working or Retired

3. Educational Qualifications:

S.No.	Name of Degree	College/University	Year of Passing	Duration of Course	Subjects	Publications
						Books: Independently- Jointly- Papers/Articles: Independently- Jointly- Abstracts: Independently- Jointly- Patents: Independently- Jointly-

4. Experience:

S.No.	Name of Institutions/ Department	Post	From	To	Pay	Remarks

Date:

(Signature)