Subject: Notice issued by Officiating Principal, Indira Gandhi Institute of Physical Education & sports Sciences (University of Delhi) for the post of Librarian on deputation.

Enclosed please find herewith the notice issued by Officiating Principal, Indira Gandhi Institute of Physical Education & sports Sciences (University of Delhi) for the post of Librarian on deputation.

It is therefore requested to upload the same on department website for information of all concerned.

Encl. As above

(YOGINDER SINGH)  
SUPERINTENDENT (E-IV)

Incharge MIS

F.DE. 4(9)/75/Misc. Lib./New file (Pt.f)/E-IV/2016/1337  
Dated: 01/9/16
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF
DELHI
SERVICES DEPARTMENT: COORDINATION BRANCH
DELHI SECRETARIAT, 7TH LEVEL, ‘B’ WING
I.P. ESTATE, NEW DELHI-110002
{http://services.delhigovt.nic.in}

Dated: 26/08/2016

To
The Additional Director (Education),
Dte. of Education,
Govt. of NCT of Delhi,
Old Secretariat Delhi-54.

Sub: Invites application for filling up the post of Librarian on deputation basis.

Sir,

Please find enclosed a copy of Notice vide Ref. No.IPE/2016/19/602 Dated: 27/07/2016 received from Indira Gandhi Institute of Physical Education & Sports Sciences on the above cited subject for necessary action at your end.

Yours faithfully,

Encls: As above

(ANUPMA CHAKRAVORTY)
DEPUTY SECRETARY (SERVICES)
NOTICE

Indira Gandhi Institute of Physical Education & Sports Sciences (University of Delhi), B-Block, Vikaspuri, New Delhi-110018 invites application for filling up the post of Librarian, to be filed on deputation basis. The detail is as under:-

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

ELIGIBILITY CRITERIA

1. Librarian:

   Education Qualification:

   i) 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.

   ii) Qualifying in the National Level Test in the relevant subject conducted by the UGC or any other agency approved by the UGC.

   iii) Candidates, who are or have been awarded Ph.D. degree in accordance with the “University Grants Commission (Minimum Standards and Procedure for Award of 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.

Desirable:

PG Diploma in Library Automation and Networking or equivalent.
EXPERIENCE:
Officer under the Central / State Govt., PSUs, 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 meeting, 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 an 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 extension 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 the 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.

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).

PERIOD OF DEPUTATION:

Initially for one year. The period of deputation may be extended or curtailed at the discretion of the Competent Authority.

HOW TO APPLY:

Application format and other information are available on the college website www.igipess.du.ac.in. The eligible candidates may apply with self-attested copies of certificates of the essential qualifications and experience. Duly completed application with required documents should reach within 21 days from the date of issue of advertisement to the Principal, IGIPRESS (University of Delhi), B-Block, Vikaspuri, New Delhi-110018 through proper channel. Application received incomplete or after due date will not be entertained. Only shortlisted candidates will be called for interview. College reserves the right to reject any or all applications/posts without assigning any reason.

Copy to:

1. The Registrar, University of Delhi, Delhi-10007.
2. The Principal, Delhi University Colleges (As per list attached).
3. The Registrar, IGNOU, New Academic Complex, Maidan Garhi, Delhi-110068.
4. The Registrar, JNU, New Mehrauli Road, Near Munirka, Delhi-110067.
5. The Secretary, Services Department, Delhi Sectt., Delhi.
6. The Delhi University Library System.
7. The Director, Delhi University Computer Centre.
APPLICATION FOR NON-TEACHING POST

Post applied for ________________________________

Advertisement No./Date __________________________

Details of Fee: Nil for Deputation

1. Name (In Block Letter) Mr./Mrs./Miss. __________________

2. Father’s Name _________________________________

3. Mother’s Name _________________________________

4. Date of Birth __________________ Age ___________

5. Nationality __________________ Married/Unmarried _______ Sex _______

6. Postal Address ________________________________

______________________________ Phone / Mob. No. ________________ E-mail __________________

7. Permanent Address ______________________________

8. Do you belong to Scheduled Caste/Scheduled Tribe/OBC (Central List), PwD, (VH, OH, HH) if yes, please indicate the category & attach a photocopy __________________

10. Educational Qualifications (Secondary Onwards):

<table>
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<th>Examination Passed</th>
<th>Year of Passing</th>
<th>School/University</th>
<th>Div.</th>
<th>%age</th>
<th>Subject</th>
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11. Professional / Technical Qualifications:

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<th>Examination Passed</th>
<th>Year of Passing</th>
<th>School/University/ Institutions</th>
<th>Div.</th>
<th>%age</th>
<th>Subject</th>
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12. Experience, if (Administrative/Technical /Any other):

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<th>Office in which worked / working</th>
<th>Designation Permanent/ Temporary</th>
<th>Period</th>
<th>Length of Service Subject</th>
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13. Present post if any with date of appointment (state whether permanent / on probation / temporary):
14. a) Present basic salary and allowances (state separately):

<table>
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<tr>
<th>Pay Scale/Grade</th>
<th>Rs.</th>
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<tr>
<td>Basic Salary</td>
<td>Rs.</td>
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<tr>
<td>Allowance</td>
<td>Rs.</td>
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<td>Rs.</td>
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| **Total**       | Rs. 

b) Date of next increment: _______________________

15. Do you know typewriting/shorthand? If so, stated speed:

<table>
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<tr>
<th>(English)</th>
<th>(Hindi)</th>
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<tr>
<td>Shorthand</td>
<td>w.p.m.</td>
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<tr>
<td>Typewriting</td>
<td>w.p.m.</td>
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Computer proficiency: if yes state which of the following you know and work with confidence ( )

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<tr>
<th>MS WORD</th>
<th>MX EXCEL</th>
<th>MS POWERPOINT</th>
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<tbody>
<tr>
<td>E-MAIL</td>
<td>BROWSING</td>
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16. Any other information

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

17. Have you applied for any other post in the college? Give details:

__________________________________________________________________________

__________________________________________________________________________

18. Indicate the time you will require to join, if selected

Dated: ______________

(Full Signature of applicant)
THROUGH PROPER CHANNEL

The facts stated in the above application have been verified and found correct. Further, no disciplinary or vigilance case has either been contemplated or pending against the Official.

The copy of last three years ACR/APAR is enclosed herewith.

Dated: _______________________

Head of the Department/Institution/Controlling Officer
(with seal)

DECLARATION:

I have understood the important points placed above and declare that the statements made in the application form are true to the best of my knowledge and belief. In case of suppression of any information or submission of wrong facts, I shall be liable for disciplinary act as deemed fit and my candidature may be cancelled at any stage.

Dated: _______________________

Signature of the Applicant

Notes:

1. Incomplete application will be rejected.
2. Applicants must attach all the relevant testimonials in support of their candidature the failure to do so will lead to rejection of the application at the preliminary stage.
3. The application is liable to be rejected if received by the College after last date.
4. The college will not responsible for postal delays due to strike etc. outside the control of the College.
5. Attested copies of all relevant certificates, degrees, testimonials etc. should be attached with the application and the original must be produced at the time of interview and at the time of joining, if selected.
6. Applicants, who are in employment, should send their applications through proper channel.
7. One passport size photograph should be pasted on the application form.
8. No TA/DA will be paid for attending the prescribed tests and interview.
9. Please attach the Last Salary Certificate.
10. Attach additional sheets, if necessary.
To,

The Secretary
Services Department
I.P. Estate, New Delhi

Physical Education & Sports are for all so as to live long, healthy, fit, well...