

SUPREME COURT OF INDIA

F.6/Library/2015-SCA (I)
New Delhi, dated December 2nd, 2015

ADVERTISEMENT

Applications are invited from candidates who fulfill the following qualifications and other eligibility conditions as on **1.12.2015** for selection of suitable candidates for appointment to the post of **Assistant Librarian**, Supreme Court Library in the Pay Band of Rs. 9300-34800 with Grade Pay of Rs. 4600/- plus other allowances (approximate Gross Salary with HRA - Rs. 46, 183/- p.m.) as admissible under the rules in the Registry of the Supreme Court of India.

Essential Qualification

1. Degree in Library Science from a recognised University.
2. Diploma in Computer Applications of a recognised university or Institute.
3. Knowledge of Computer Operation in Library work. It includes-(i) Knowledge and experience of working with any standard "Library Automation Software" for House Keeping activities in the library such as cataloguing, acquisition and circulation etc. and (ii) Knowledge and experience of computerized search both of on-line and off-line databases including retrieval of desired information through various search engines/processes.

Experience

Minimum two years experience in a Library of any Government organisation/recognised Educational or Research Institution.

Age Requirement

Candidates should be below 30 years as on **1.12.2015**. Usual relaxation in age will be admissible to SC/ST/OBC/Physically Challenged/Ex-Servicemen as per Government Rules. There will be no upper age limit for those who are already working in the Registry of Supreme Court of India. Relaxation in upper age limit upto a maximum of 5 years will be considered in case of those Government Servants who are working in posts, which are in same line/allied cadre.

GENERAL INFORMATION

Candidates who fulfill the prescribed qualifications, experience, age requirement and other eligibility conditions as on 1.12.2015 should apply giving full particulars (Bio-data) as per the proforma enclosed supported by copies of all the relevant certificates and documents and a passport size photograph affixed on the application, all duly attested by a Gazetted Officer. Candidates who are already working in Government service should send their application through proper channel. Applications not found as per prescribed Proforma or not supported by duly attested documents or attested photograph will not be entertained. Candidates who do not fulfill the prescribed qualifications and other eligibility conditions need not apply.

Eligible candidates shall be called for a Computer Test to ascertain knowledge of Computer Application in Library Work as mentioned above.

Those who qualify in the Computer Test will be called for and have to qualify in an Interview.

Selected candidates will be appointed on probation for a period of two years in the first instance.

No TA/DA will be payable to the candidates for appearing in the Computer Test and Interview.

The application in a sealed cover indicating "**APPLICATION FOR THE POST OF ASSISTANT LIBRARIAN, SUPREME COURT LIBRARY**" thereon and addressed to Registrar (Admn.I), Supreme Court of India, Tilak Marg, New Delhi - 110 201 may be sent so as to reach him on or before **2.1.2016**. Applications received after due date will not be entertained.

Sd/-
(M.V. Ramesh)
Registrar (Admn.I)

APPLICATION FOR THE POST OF ASSISTANT LIBRARIAN
IN SUPREME COURT OF INDIA

1. Name
2. Father's/Husband's name
3. Date of birth
4. Age as on 1.12.2015 (Year/Months)
5. (a) Correspondence address
(b) Mobile Number
(c) E-mail address
6. Category (Gen/OBC/SC/ST/PH/EX-S)
7. Educational Qualifications
8. **Details of computer related qualification:-**
 - (a) Diploma in Computer Applications of a recognised university or Institute.
 - (b) Knowledge of Computer Operation in Library work. It includes-(i) Knowledge and experience of working with any standard "Library Automation Software" for House Keeping activities in the library such as cataloging, acquisition and circulation etc. and (ii) Knowledge and experience of computerized search both of on-line and off-line databases including retrieval of desired information through various search engines/processes.
9. Experience in a Library of any Government organisation/recognised Educational or Research Institution.

Affix recent
passport size
photograph duly
attested
by a Gazetted
Officer

10. Details of employment in chronological order in library of any Govt. Organisation/Recognised Educational or Research Institution

<u>Office/ Institution/ Organisation</u>	<u>Post held</u>	<u>From</u>	<u>To</u>	<u>Scale of pay</u>	<u>Nature of duties</u>
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11. Any other information

Place :

Date :

Signature of applicant

Note: Attach all certificates duly attested by a Gazetted Officer in support of educational qualification/experience as shown in the columns of the Application.