

HIGH COURT OF DELHI : NEW DELHI
VACANCY NOTICE

Online applications are invited from Indian Nationals (Citizens of India as defined in the Constitution of India or under any law made by the Parliament to regulate the rights for citizenship) for filling up 2 existing vacant posts (Genl.:1 , OBC:1) of Assistant Librarian in the Pay band of ₹ 9300-34,800/- + Grade pay of ₹ 4600 plus usual allowances as are sanctioned from time to time and also for preparing a panel.

Date of commencement of online applications: 27.08.2015.

Date of closure of online applications: 07.09.2015.

Last date for receipt of print out of application in Delhi High Court: 14.09.2015 (upto 5.00 p.m).

The link for online applications will be available on the website of Delhi High Court from 27.08.2015 (10.00 a.m.) to 07.09.2015 (5.00 p.m.).

ESSENTIAL QUALIFICATION: Graduate from a recognized University possessing a Degree or Diploma in Library Science. (Only candidates who possess the essential on the last date of submission of online applications need to apply)

AGE: Age should not be below 18 years and over 27 years as on **01-01-2015**. The upper age limit for members of Other Backward Classes shall be 30 years in respect of vacancy reserved for them. The post is suitable for categories of disabled with One Leg Affected (OL) and One Arm Affected (OA). The upper age relaxation for persons with disability, who suffer from not less than 40% of relevant disability, shall be relaxable by 10 years (13 years for OBC). The SC/ST candidates can also apply for vacancy for general category without claiming age relaxation. **For Ex-Servicemen**, there will be a relaxation of 3 years for General candidates and 6 years for OBC after deduction of the military service rendered from the actual age as on **01.01.2015 subject to maximum age of 50 years**. There shall be no upper age limit for persons serving in this Court or the Courts subordinate to this Court. The relaxation in upper age limit shall not be applicable to the candidates who are working in other Govt. Departments/Public Sector Undertakings etc. In order to qualify for the concessions, Ex-Servicemen candidates concerned should forward with print out of their applications attested copies of certificates that they have been relieved from the Defence Forces. The certificate in the prescribed proforma should be signed by the appropriate authorities specified as under:-

For Ex-Servicemen, in case of Commissioned Officers including ECOs/SSCOs : Army :- Directorate of Personnel Service, Army, H.Qrs. New Delhi, Navy :- Directorate of Personnel Services, Naval H.Qrs, New Delhi and Air Force :- Directorate of Personnel Services, Air H.Qrs. New Delhi. In case of JCOs/Ors and equivalent of the Navy and Air Forces : Army : By Various Regimental Record Offices, Navy :- Naval Records, Bombay and Air Force :- Air Force Records, New Delhi.

Mode of Appointment: Selection shall be made on the basis of written Examination comprising of two papers of three hours each - **(1) Written Paper-I (100 Marks)** comprising of (a) Basics of Library Science and Documentation and its various aspects. Library Classification, Cataloguing, Information Storage, Retrieval Techniques and bibliographical formats, (b) Reference and Information Sources and various techniques/services (c) Library Automation. Application of Information Technology in various areas of Libraries and Information Centres. Library Automation Software and their comparative Study. Various types of databases. (d) Concept of Electronic, Digital and Virtual Library. Library 2.0 and its various aspects, Search strategies & Metadata, WWW. (e) Networking. Library Networks. (f) Open Source Software and its applications in Library and its services (g) Budgeting Techniques, Library Co-operation, Knowledge Management. Library Consortium, and **(2) Written Paper-II (100 Marks)** comprising of (a) General Knowledge including Current Awareness (b) Aptitude and Reasoning (c) Authors and their important literary works (d) Essay Writing (d) Translation from Hindi to English and vice versa (e) Noting and Drafting (f) Book Review. Those candidates who qualify in the written test will be called for interview consisting of 40 marks.

Examination Fee: A fee of ₹ 300/- (Rupees Three Hundred only) shall be payable by Male General, OBC and Ex-Servicemen candidates through Demand Draft/Pay Order/Indian Postal Order drawn in favour of "**Registrar General, Delhi High Court**" payable at New Delhi. **No fee is payable by SC, ST, Persons with disability and Women candidates. Fee once paid shall not be refunded.** Therefore, the candidates who are required to pay exam fee should ensure that they are eligible for the post and print out of their applications along with the requisite fee must reach before the last date fixed.

Note:- The candidates must mention their name, registration Id. number and mobile number on the back side of the Demand Draft/Pay Order/Indian Postal Order.



How to Apply:- Applications shall be accepted through online only. Willing eligible candidates may apply online on the official website of this Court i.e. "<http://delhihighcourt.nic.in>" under the link **Public Notice - Job openings**. Before filling online application form the candidates who are required to pay examination fee should keep with them ready Demand Draft/ Pay Order/ Indian Postal Order as particulars thereof are required to be filled in the online application form. Since the applicants are also required to upload their photograph and signature in the online application form, they should also keep ready with them their scanned coloured photograph of Image size-'125 (width) x 140 (height) pixels', file size : Max. 50kb, and scanned signature in black ink of Image size - '125 (width) x 50 (height) pixels', file size: Max. 30kb. Thereafter, all candidates are required to submit printout of their application filled online duly signed at appropriate place along with Demand draft/ Pay Order/ Indian Postal Order towards examination fee, where applicable, to the "**Deputy Registrar (Establishment), Room No. 202, 2nd Floor, Administrative Block, Delhi High Court, New Delhi-110503**" on or before the last date fixed, by hand/ speed post. The envelope containing the printout of the application be superimposed with words in capital bold letters "**APPLICATION FOR THE POST OF ASSISTANT LIBRARIAN EXAMINATION-2015**". Incomplete applications and/or printout of the application received after the last date fixed for receipt for the same shall not be entertained and such applications shall stand rejected and fee, if any, received shall be forfeited.

For the present, candidates are not required to furnish any supporting document(s) in respect of age and educational qualifications etc. alongwith the print out of their application. Their eligibility at the stage of written examination shall be purely provisional. However, detailed scrutiny of the candidature/ eligibility of the candidates shall be done after declaration of result of the written test only in respect of those who are declared successful. However, the candidates already in government service should forward printout of their application along with prescribed certificate as per **Annexure-'X'** issued from their Head of Department and they must also ensure that printout of online filled application form along with Demand Draft/ Pay Order/ Indian Postal Order of fee and certificate from Head of Department is received in this Court before the last date fixed for the receipt of print out of application form.

The candidature shall be accepted provisionally at all stages. The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission to the examination shall be at their own-risk and responsibility as to eligibility, and their candidature shall be purely provisional at all stages and shall be subject to their satisfying the prescribed eligibility conditions. If on verification at any stage before or after the interview, it is found that any candidate does not fulfill any of the eligibility conditions, or the information furnished by the candidate is found incorrect, his/ her candidature for the examination shall stand cancelled without any notice or further reference. While applying for the post, the applicant should also bear in mind that the selected candidates may have to work even at odd hours and on holidays, if so required, without any extra payment or allowances.

The candidates declared successful in the written examination will only be required to forward attested copies of their following certificates/testimonials to this Court within 10 working days of the declaration of the result, clearly indicating his/her Name alongwith Roll No.:-

- (i) Proof of age
(Date of birth certificate/certificate of Matriculation or other equivalent).
- (ii) Degree/certificates towards essential educational qualification.
- (iii) Certificates(s) and degree(s) of all courses passed or attended commencing from Matriculation Examination onwards.
- (iv) Caste certificate (SC/ST/OBC).
- (v) Certificate of disability/Ex-servicemen issued by the Competent authority.

No TA/DA shall be payable to the candidates for appearing in the tests and interview.

The dates of Written Examination and interview shall be notified on the website of this Court i.e. "<http://delhihighcourt.nic.in>". The admit card for the written exam will be issued only to candidates found eligible on cursory scrutiny based on the information furnished in the online application form. This Court will not be responsible for postal delay in delivery of admit Card/ call letter, if any. In case of any difficulty in filling the online application, the candidates may contact at telephone number 011-43010101 Extn.4563 (for technical assistance only on working days from 10 a.m. to 5 p.m.).

Date: 25.08.2015



(VINOD GOEL)
REGISTRAR GENERAL

CERTIFICATE TO BE SUBMITTED BY THE CANDIDATES ALREADY IN GOVERNMENT SERVICE

Certificate by the Head of the office

1. Certified that Shri/Smt./Km. _____ holds a temporary/ permanent post under the Central/ State Government in the Office/ Department of _____. He / She, so far as known to me, bears a good moral character and that I am not aware of any circumstances that would render him/ her unsuitable for employment under the Government.
2. It is further certified that no vigilance/ disciplinary proceedings are either pending or contemplated against Shri/Smt./Km. _____.
3. Further certified that he/ she submitted his/ her application to his/ her Department/ office on _____ for onward transmission to the Delhi High Court.

(Signature of the Officer)

Name : _____

Designation: _____

Office Seal : _____

Date : _____

Place : _____

* Strike out whichever is not applicable.