

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 33 library units over 200 Mobile service points and sanctioned strength of 282 officers & 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. It is proposed to fill up **04 posts (03 for UR, 01 for OBC)** of "**Library Clerk (LC)**" in the Pay Matrix Level-2 Rs.19900-63200 **BY DIRECT RECRUITMENT** in Delhi Public Library. However a panel of names will also drawn for the anticipated vacancies likely to arise in future. However, the vacancies can be increased or decreased at any stage. Essential Qualification and Job Specification are indicated below :

1. Qualifications

Essential :

- i) 10+2 or equivalent from a recognized Board/Institute.
- ii) Certificate/Diploma in Library and Information Science.

Desirable: Practical knowledge of Computer.

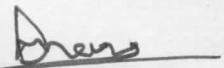
2. The age limit for DIRECT RECRUITMENT shall be 27 years. However, age relaxation, wherever applicable, will be governed by the Rules and Regulations of Govt. of India and not be closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division & Spiti Distt. And Pangi Sub Division of Chamba Distt. Of Himachal Pradesh, Andamans & Nicobar Island Lakshadweep).

3, Application fee will not be refunded.

4. Job Specification :

- a) Library Clerk (LC) performs duties under the direction of Senior Officers.
- b) Classifying, Cataloguing and Accessioning of new books.
- a) Re-cataloguing of old books.
- b) Processing cases of request for donation/gift of books to organizations/libraries.
- c) Reference services to users and visitors.
- d) Correspondence with publishers/agencies supplying journals (foreign journals) and computer applications for library work.
- e) Enrollment of membership and checking preparation of reminders.
- f) Withdrawn list etc.

Eligible candidates may send their applications accompanied with postal order or Demand Draft for Rs. 300/- for UR Categories and Rs. 150/- for SC/ST candidates to be drawn in favour of "**Secretary, Delhi Library Board**" alongwith self-attested supporting documents viz. qualification and experience etc. as required above may be sent to **Dy. Director (Admn.), Delhi Public Library, S.P. Mukherjee Marg, Delhi - 110 006** within 30 days from the date of publication of advertisement for the post in the '**Employment News**' for consideration for appointment.



Dy. Director(Admn.)

महेश कुमार अरोड़ा / **Delhi Public Library**
पुस्त. एवं सू. अधि./उप. नि. (प्रशा.) / L.I.O./DD(A)
दिल्ली पब्लिक लाईब्रेरी / Delhi Public Library
संस्कृति मंत्रालय, भारत सरकार / M/o Culture, Govt. of India
डॉ. एस. पी. मुखर्जी मार्ग / Dr. S.P. Mukherjee Marg
दिल्ली-110006 / Delhi-110006

Application for the post of ``LIBRARY CLERK (LC)''

**Affix recent
passport size
Photograph**

1. Full name of the applicant (in block letters) :

2. Father's / Mother's/Husband's name :
(in block letters)

3. Date of Birth (in Christian Era) :

4. Educational Qualification :

| Name of Examination passed | Board / University | Name of Institute | Year of passing | % of Marks /Div. obtained | Subjects taken |
|----------------------------|--------------------|-------------------|-----------------|---------------------------|----------------|
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5. Experience:

6. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

7. Whether belongs to SC/ST/OBC:

8. Address for communication including email address and mobile number :

9. Permanent address :

10. Nationality:

11. Details of Demand Draft/Indian Postal Order No. & Date and amount:-

| | |
|------------------|--|
| Category: | Demand Draft No. / Indian Postal Order No. |
| UR/OBC/SC/ST/PwD | Amount: |

DECLARATION

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false, incorrect or ineligibility being detected before or after the test/interview, my candidature will stand automatically cancelled.

Date: _____

Signature of Applicant

