

## 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 over 33 units, about 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 **12 posts (06 for EWS, 03 for OBC, 01 for SC and 02 post for UR)** of "**Multi-Tasking Staff (Library) (MTS (Lib.))**" in the Pay Level-1 Rs.18000-56900 **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.

**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.

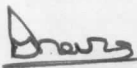
**3.** The crucial date for determining the age limit shall be the closing date of receipt of applications from the candidates.

**4.** Application fee will not be refunded.

#### **5. Job Specification :**

- a) Multi-Tasking Staff (Library) (MTS. Lib.) perform duties under the direction of Senior Officers.
- b) Dusting and cleaning of books, etc.
- g) Arrangement of books in shelves.
- h) Check post duties and other miscellaneous duties.
- i) Maintenance of current files.
- j) Docketing of letters.
- k) Keeping of files of various sections in the Record Room.
- l) Duplicating, Scanning and photocopying work, 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.)  
Delhi Public Library**

महेश कुमार अरोड़ा / MAHESH KUMAR ARORA  
पुस्त. एवं सू. अधि./उप. नि. (प्रशा.) / L.I.O./DD(A)  
दिल्ली पब्लिक लाइब्रेरी / 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 "**MULTI-TASKING STAFF (Library) (MTS(Lib,))**"

**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

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