

## DELHI PUBLIC LIBRARY

(An Autonomous body under Ministry of Culture, Government of India)  
Dr. Shyama Prasad Mukherjee Marg, Opp. Old Delhi Railway Station, Delhi-110006

Delhi Public Library (DPL) established in 1951 with 35 library units, about 200 Mobile Library service points and sanctioned strength of 282 officers & staff, is the largest public library network within 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 **03 posts for Unreserved Category of "UPPER DIVISION CLERK (UDC)"** in the Pay Level-4 Rs. 25500-81100 **BY DIRECT RECRUITMENT** in Delhi Public Library. However a panel of names will also be 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

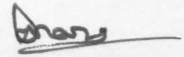
#### Essential:

- i) Degree or equivalent from a recognized University/Institute.
  - ii) Computer Certificate/Diploma in Computer applications. (Proficiency in working on computer will be determined through a Typing test @ speed of 35 w.p.m. and 30 w.p.m. in English/Hindi respectively which corresponds to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).
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) Correspondence, various returns, maintenance of service books.
- b) Personal files, leave records, preparation of duty rosters, casual leave cases.
- c) Medical examination and verification of character and antecedents of the members of the staff, indent, procurement and supply of stationery forms and binding materials.
- d) Maintenance of stock account of forms, stationery, furniture and other stores.
- e) Processing/scrutiny of various bills of the staff and processing of proposals under various schemes and correspondence thereof, maintenance of cash book, accounts ledgers, personal ledgers.
- f) Statistical abstract/details and other works pertaining to preparation of accounts.

Eligible candidates may send their applications accompanied with postal order or Demand Draft for Rs. 300/- for UR/OBC 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, Dr. Shyama Prasad Mukherjee Marg, Old Delhi Railway Station, Delhi - 110 006** within 30 days from the date of publication of advertisement for the post in the '**Employment News**' for consideration for appointment. **The candidate who has already applied in response to earlier advertisement in Employment News dt 03-07 Nov., 2018 need not to apply again.**

  
**Dy. Director(Admn.)**  
**Delhi Public Library**  
पुस्त. एवं सू. अधि./उप. नि. (प्रशा. वि.)  
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

## DELHI PUBLIC LIBRARY

(An Autonomous body under Ministry of Culture, Government of India)  
Dr. Shyama Prasad Mukherjee Marg, Opp. Old Delhi Railway Station, Delhi-110006

Delhi Public Library (DPL) established in 1951 with 33 library units, about 200 Mobile Library service points and sanctioned strength of 282 officers & staff, is the largest public library network within 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 **03 (THREE) post for Unreserved Category of "LOWER DIVISION CLERK (LDC)"** in the Pay Level-2 Rs. Rs. 19900-63200 **BY DIRECT RECRUITMENT** in Delhi Public Library. However a panel of names will also be 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) 12<sup>th</sup> Class or equivalent from a recognized Board/University.
- ii) A Typing Speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on computer.

#### **Desirable:**

- i) Graduate from recognized Univ. or equivalent.
- ii) Certificate/Diploma in Computer from recognized University/ Institute.

(Proficiency in working on computer will be determined through a Typing test conducted by ISTM/DPL @ speed of 35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)

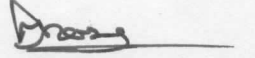
2. The age limit for DIRECT RECRUITMENT shall be 27 years. However, age relaxation, wherever applicable, will be governed by the Rules and Regulations of Govt. of India.
3. The crucial date for determining the age limit shall be the closing date of receipt of applications from the candidates.
4. Application fee will not be refunded.

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

- a) Ordinarily entrusted with work of routine nature, e.g. registration of Dak.
- b) Maintenance of Section Diary, file register, File Movement Register.
- c) Indexing and Recording, typing comparing, dispatch.
- d) Preparation of arrears and other statements.
- e) Supervision of correction of reference books and submission of routine and simple.
- f) Any other duties assigned by the concerned Incharge/Officers and Sr. Officers from time to time.

: 2 :

Eligible candidates may send their applications accompanied with postal order or Demand Draft for Rs. 300/- for UR/OBC 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, Dr. Shyama Prasad Mukherjee Marg, Opp. Old Delhi Railway Station, Delhi - 110 006** within 30 days from the date of publication of advertisement for the post in the '**Employment News**' for consideration for appointment. **The candidate who has already applied in response to earlier advertisement in Employment News dt 03-07 Nov., 2018 need not to apply again.**



**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 Upper Division Clerk/Lower Division Clerk**

**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

**Contd—2--**

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