# A D V E R T I S E M E N T

Applications are invited from candidates who fulfill the following qualifications and other eligibility conditions as on **1.5.2018** for selection of suitable candidates for appointment to the post of **Assistant Librarian,** Supreme Court Library which is placed in the Level 8 of Pay Matrix with initial basic pay of Rs. 47600/- plus other allowances as admissible under the rules in the Registry of the Supreme Court of India.

## Essential Qualification

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| 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 **1.5.2018**. 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 1.5.2018 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 self- attested. Application form should be accompanied by a Demand Draft/Pay Order for Rs. 200/- for General/OBC candidates (Rs. 100/- in case of SC/ST/PH/Ex-SM candidates) (Non-Refundable)

drawn in favour of Registrar (Admn.), Supreme Court of India payable at New Delhi. 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 – 110201 may be sent so as to reach him on or before **4.6.2018.** Applications received after due date will not be entertained.


(Deepak Jain)
Registrar (Admn.I)

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

## Details of Application Fee

(To be paid by Demand Draft/Pay Order in favour of Registrar (Admn.), Supreme Court of India payable at New Delhi. Candidates should write Name, respective category, complete correspondence address and working mobile number on the back side of the Demand Draft).

| DD/Pay Order No. | Date | Drawn on | Amount (Rs. 200/- for General/OBC candidates and Rs. 100/- for SC/ST/PH/Ex-SM candidates ) |
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| 1. | Name | | Affix recent passport size self-attested photograph |
| 2. | Father's/Husband's name | | |
| 3. | Date of birth | | |
| 4. | Age as on 1.5.2018 (Year/Months) | | |
| 5. | (a) Correspondence address <br><br> (b) Mobile Number <br><br> (c) E-mail address | | |
| 6. | Category (Gen/OBC/SC/ST/PH/EX-S) | | |
| 7. | Educational Qualifications | | |
| 8. | **Details of computer related qualification:**- <br><br> (a) Diploma in Computer Applications of a recognised university or Institute. <br><br> (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. | | |

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

| Office/ Institution/ | Post held | From | To | Scale of pay | Nature of duties |
|---|---|---|---|---|---|

| | | |
|---|---|---|
| | Organisation | |
| 11. | Any other information | |
| | | |

Place :

Date :

Signature of applicant

**Note: Attach duly self-attested all certificates in support of educational qualification/ experience as shown in the columns of the Application.**