

F.No.3-10/2018-19/LDD/
Library & Documentation Division
National Council of Educational Research and Training
Sri Aurobindo Marg, New Delhi – 110 016

Dated: 5th July, 2019

Subject: Engagement for the posts of Professional Assistants and Senior Library Attendants on contract basis against vacant posts (skill/written test).

Library & Documentation Division, NCERT requires 05 (Five) Professional Assistants and 02 (Two) Senior Library Attendants on purely contractual basis against vacant posts initially for a period of one year or till the regular incumbent joins, whichever is earlier. The terms and conditions and educational qualification, experiences etc. for the above posts are as follows:

1.	Professional Assistant	(05) Five
	Qualifications	Essential: i). M.Lib Science/MLISc. or equivalent with 50% marks Desirable: 3 years experience in the field of Library & Information Science. Knowledge of library software.(KOHA)
	Age Limit	Below 30 years as on the closing date of receipt of application. (relaxation of age as per Govt. rules for SC/ST/OBC/Ex-Serviceman/PH etc.)
	Remuneration	Rs. 33,000/- per month.
2.	Senior Library Attendant	(02) Two
	Essential qualification	Essential: i) 12th pass ii) Certificate/Diploma in Library Science / Library and Information Science from a recognised Institution Desirable: i) Three year experience in the field of library and information science, knowledge of library software ii) Six month Computer course from a recognized institution.
	Age Limit	Not Exceeding 27 years as on the closing date of receipt of application.
	Remuneration	Rs. 19,000/- per month.

Reservation: As per Council rules

Candidates who fulfill the above conditions, should apply in the attached application format along with self attested Photocopy of testimonials and 2 recent passport size photos and the application should reach to Library and Documentation Division, G.B.Pant Block, NCERT, Sri Aurobindo Marg, New Delhi-110016 latest by 25th July 2019 before 5:00PM.

While applying for the above posts the following points may please be kept in mind.

1. It is the responsibility of the candidates to ensure that they fulfil the eligibility conditions in terms of educational qualifications & experience etc.
2. The number of posts is tentative, which may be increased or decreased.
3. The shortlisted candidate shall be communicated through e-mail for the date & venue of skill/written test and scheme of examination separately.
4. Notwithstanding the qualifications cited above, the selection will be made on the basis of the merit in skill/written test.
5. No TA/DA, local conveyance etc. will be paid for attending skill/written test.
6. Merely fulfilling the minimum eligibility conditions does not constitute a claim for eligibility for appearing in skill/written test.
7. The age relaxations in respect of candidates belonging to SC/ST/OBC/PWD/etc. are provided in accordance with the GOI/NCERT rules.
8. NCERT reserves the right to cancel/postpone the skill/written test at its discretion.
9. The contract engagement will not confer any claim for regular employment in NCERT.



Chairperson, LDD

APPLICATION FORMAT

Post Applied:

Full Name (IN CAPITAL LETTERS)	
Mother's/ Father's Name	
Date of Birth (DD/MM/YYYY)	
Mailing Address	
Phone/ Mobile Number	
E-Mail ID	
Whether belongs to SC/ST/ OBC/etc. (attached copy of certificate)	

Educational Qualifications (from Xth standard)

S.No.	Examinations	Name of the Boards/ University	% of Marks	Subjects	Year of Passing/ Award

Professional Qualifications:

S.No.	Certificate Diploma, etc.	Name of the Institution	% of Marks/ Grade	Specialization	Year of Passing/ Award

Job/Work Experience:

S.No.	Post held	Period/ Duration	Key Responsibilities

Please mention specific information, (if any) relevant to the post and not covered above.

Place:

Date:

Signature of the Candidate