

The Executive Council vide its resolution no. 76 dated 20th August 2007 had accepted the Report on the Promotion Policy for the Library Staff of University of Delhi and Colleges for implementation prepared by Ms. Janaki Kathpalia Committee. Following are the instructions being issued for implementation:

1. Spirit of the Promotion Policy (Para no. 8.4. of the Report)

While framing the promotion policy, it has been kept in mind that reasonable percentage of the staff working in different cadres in DULS and colleges should get the benefit of reaching at different higher positions after attaining higher qualification at each level, after attaining sufficient work experience and attending the requisite satisfactory training at each level. Simultaneously, induction of the young professional staff is inevitable.

The provision of training has been introduced to enhance the working skill of the library staff at each level. While DULS will have its own training programmes, a provision is made to see that the staff is also in a position to get the training from outside institutions.

With this kind of promotion policy, while there is an induction of new blood to the extent of fifty percent in the system in all cadres up to the level of Assistant Librarians. The existing staff will also be in a position to compete with newly entrants when they reach different higher levels.

Based on the extensive examination of the historical perspective of the consecutive promotion policies, the changes in cadre structure from time to time, the basic principles, the need for the review, the present staff strength and their limitations and arrived at the following conclusions:

1. The existing policy of 100% promotion up to the level of Professional Assistant, does not allow the induction of young professional staff. It was strongly favored the replacement of 100% promotion policy with 50:50 i.e. 50% by internal promotion and 50% direct recruitment up to the level of Professional Junior.
2. It was strongly felt that there is a need to introduce a cadre between the Library Attendant and Semi Professional Assistant with designation as Junior Library & Information Assistant. This is based on the fact that there is a big gap between the position of Library Attendant and SPA and requirement of jobs to be performed at these two levels. Further, it is in conformity with the Communication No. No. F31-8/97(cu) dated 2nd November 2006 from Shri M.S. Yadav, Coordinator, UGC received from UGC wherein the Commission has directed the University not to phase out the position of Library Clerk and directed to take the corrective measures;

3. It was also felt that there should be two separate sets of Qualifications for internal promotions and direct recruitment. Experience, training on the job may be given due weightage in case of promotions. For direct recruitment, emphasis should be on qualifications and other eligibility criteria.
4. It was thought appropriate that the comprehensive promotion policy adopted by the Delhi University Library System be made applicable to College Libraries.
5. The concessions and relaxations in qualifications, experience etc. for promotion and recruitment available to reserved categories are to be followed as per the provisions of the GOI rules.
6. It was also thought appropriate to suggest that the University may constitute a separate committee to consider the adequacy and inadequacy of the existing staffing pattern in DULS and in Colleges with a view to ascertain the requirement and type of manpower in view of the technological advancement.

2. Cadre wise Promotion/ Recruitment Policy and their Job Descriptions *(Para no. 9 of the Report)*

2.1. General Guidelines : Following general guidelines are to be followed Uniformly while implementing the recruitment/promotion policy for each cadre: *(Para no. 9.1 of the Report)*

1. The qualifications and other conditions for direct recruitment as prescribed/ approved/notified by UGC/University from time to time will be applicable in all cadres except for those where specific recommendations have been made in this report.
2. Roster for reservation will be followed both in promotion and direct recruitment as per the GOI rules.
3. The relaxation in the qualifications and experience for reserved categories will be applicable as prescribed by the GOI and notified by the University.
4. Wherever there is only one sanctioned position in a cadre in DULS or in a constituent/ affiliated College of the University, the same will be filled by promotion and the 50:50 recruitment policy will be applicable only where the sanctioned strength of a cadre is two or more. Such direct recruitment/promotion will be subject to fulfilling the eligibility criteria laid down in this policy document.
5. Promotion up to the cadre of Professional Assistant shall be made by a properly constituted DPC. However, the promotion as Assistant Librarian/Documentation Officer, shall be made by a properly

- constituted screening committee and approved by the University/Governing Body of the College;
6. The ACP / OTUM/ STUM as may be applicable up to the cadre of Professional Assistant will be governed by the rules/ guidelines formulated and approved by the University.
 7. In the event of non-availability of internal eligible candidates the vacancies will be filled by direct recruitment;
 8. Anomaly/ anomalies, if any observed within a year in implementation of the promotion policy will be considered by the same committee for necessary amendments, if any.

2. 2. Library Attendants (*Para no. 9.2 of the Report*)

The pay scale of this position is Rs.2650-4000 and this is the only position where direct recruitment takes place on 100% basis. It was noted that several positions of Library Attendants have been lying vacant in DULS since long due to the ban imposed by UGC on the filling up of the vacancy. The existence of vacancies has been causing great difficulties in ground level jobs. Therefore, the Committee recommends that all positions lying vacant be filled up as early as possible. In this connection the Committee was informed that the UGC is also seriously considering and is in the process of lifting the ban on filling of the vacant positions.

Note: Filling of the vacant positions of Library Attendants could take place with the concurrence of UGC.

The qualifications/ experience, job description and other details of this cadre have been given in **Annexure 1.** (*Annexure no.7 of the Report*)

2.3. Junior Library and Information Assistant (*Para no. 9.3 of the Report*)

The Committee considered existing cadres in DULS/ Colleges and after considerable discussion decided to recommend one more cadre between the Library Attendant and Semi-Professional Assistant. The Committee also noted that this cadre existed earlier as Library Clerk and was recommended to be phased out after 1993 vide EC resolution no. 162 dated 14.01.1993. The University referred the matter to the UGC and after a gap of 13 years the University received a letter from UGC which states “that the Joint Cadre Review Committee of UGC has recommended that there has to be one position above Library Attendant and below Semi Professional Assistant and as such the phasing out of Library Clerk by University of Delhi has not been accepted by UGC. Therefore the University may take corrective measure to resolve the long pending issue under intimation to UGC.”

The nomenclature of Library Clerk does not go with professional work being done by this cadre and has therefore decided to introduce the designation of Junior Library and Information Assistant.

The position of SPA (which was filled up under the phase out policy) whenever it falls vacant, would be converted into that of JLIA and the Library Attendant be henceforth promoted as JLIA on 50: 50 ratio, i.e. 50% through internal promotions and 50% through direct recruitment subject to fulfillment of the required qualifications/ experience as laid down for promotional posts in the rules and job description at **Annexure 2. (Annexure no. 8 of the Report)** The same principle will be applicable in the Colleges too subject to the general guidelines.

Since this post was phased out and merged with SPA to the extent of 22 positions in the DULS, the same should be restored in a phased manner. In case of Colleges, if any of the position of Library Clerk have already been converted into that of SPA, then whenever a vacancy of SPA arises, irrespective of the fact that it was from Library Clerk to SPA or a direct post of SPA, the first and subsequent vacancies will be converted into that of JLIA until the total strength of JLIA (earlier Library Clerk) is completed.

In case of promotion from Library Attendant to JLIA, the proposed promotion policy provides for seven years experience for the UR category and 5 years experience for SC/ST. For further promotion to SPA, the policy provides for 7 years experience as JLIA for the UR category and 5 years experience for SC/ST. According to the EC resolution no.162 dated 14.1.1993, the position of Library Clerk was abolished in the year 1993 and the same has now been revived in accordance with the UGC's letter no. F.31-8/97(cu) dated 2.11.2006. The proposed policy provides for completing the sanctioned strength of 22 Library Clerks now designated as JLIA, from the existing position of SPA as soon as vacancy exists in this cadre. As such any vacancy in this cadre, until 22 positions of JLIA are completed, will not be filled up. This would amount to LA putting in sixteen years of experience (9 years since 1998 because the last selection committee meeting for LA was held in 1998, and seven years as JLIA, according to the proposed promotion policy) and resultant stagnation in the pay scale of LA.

The Committee considered this issue in detail and recommends that:

- i. The 22 position of Library Clerk (in DULS) which were merged into SPA earlier, first be converted to JLIA when ever the vacancy of SPA falls;
- ii. The existing incumbents holding the post of Library Attendants, then, may be promoted to SPA after completing 14 years of experience as LA subject to fulfilling the eligibility criteria laid down for promotion to SPA and availability of the vacancy under 50: 50 ratios and applying the reservation criteria for SC/ST laid down in the roster.

- iii. **Note:** The implementation of recommendations at point no.ii above are being kept in abeyance due to following reasons:
- (i) That the colleges receives the grant of salary on the individual name basis and it has not received the grants for those who were promoted to SPA under the University's phased out policy;
 - (ii) That it has an adverse effect in colleges as the granting authorities will not release the grants incase the orders of the UGC vide letter no. F.31-8/97(cu) dated 2.11.2006 are not implemented in letter and spirit or the concurrence for implementing the same for existing staff is not obtained from UGC

2.3.1 Cases arising out of Phasing out of the Post of the Library Clerk in DULS and Colleges: (Para no. 9.3.1. of the Report)

i Withdrawal of the pay scale of Rs.5500-9000 granted to Library Attendants under ACP to the pay scale of Rs.4500-7000.

Withdrawal of the benefit granted under STUM would amount to financial hardship and this situation has arisen primarily because of the phasing out of the post of Library Clerk and the case pending with the UGC for 13 years. The Committee, therefore, recommends that the University in consultation with the U.G.C may consider such cases favorably.

ii. Denial of ACP due to the phasing out of the post of Library Clerk by the University and UGC not agreeing to the phasing out. The incumbents have thus been denied the ACP since 2005.

The Committee recommends that the University in consultation with the U.G.C may consider the case/s of eligible incumbents favorably. The cut off date may be the date of the approval of the Committee's recommendations by the Executive Council of the University i.e.20.8.2007.

2.4 . Semi-Professional Assistant (Para no. 9.4 of the Report)

The pay scale of this position is Rs.4500 - 7000. The Committee recommends that the post of Semi-Professional Assistant (after earmarking the 22 posts for JLIA) may be filled up in the ratio of 50: 50, wherein 50% of the post of SPA is filled up through internal promotions as per the eligibility criteria and rest of the 50% post may be filled through direct recruitment.

The qualifications/ experience, other eligibility criteria for promotion/ direct recruitment, job description and other details of this cadre have been

given in **Annexure 3** (*Annexure no. 9 of the Report*). The same principle will be applicable in the Colleges too subject to the general guidelines.

2.5. Professional Assistant (*Para no. 9.5 of the Report*)

The pay scale of this position is Rs. 5500 – 9000. As of now this post is being filled up by 100% promotion from the SPA. The Committee recommends that the post of Professional Assistant be filled up in the ratio of 50: 50, wherein 50% of the post of PA is filled up through promotions as per the eligibility criteria and rest of 50% post may be filled through direct recruitment. The qualifications/ experience, other eligibility criteria for promotion/ direct recruitment, job description and other details of this cadre have been given in **Annexure 4** (*Annexure no. 10 of the Report*). The same principle will be applicable in the Colleges too subject to the general guidelines.

2.6. Placement of Professional Assistant in the higher pay scale of Rs.12,000–18,300 under MPS to those Professional Assistants who are working in the senior pay scale of Rs.10,000-15,200 w.e.f. 1.4.1993 in different units of the DULS. (*Para no. 9.6 of the Report*)

RECOMMENDATIONS (*Para no. 9.6.1 of the Report*)

1. That the scheme of rationalizing the designation as Assistant Librarian may be applicable to those Professional Assistants who have been granted the scale of pay or Rs. 700-1600 w.e.f. 1.4.1985 vide UGC letter no. F. 22-4/D-5 (AE) dated 25.3.1985 and subsequently granted the scale of Rs. 3000-5000 (revised to Rs. 10,000 – 15,200) by the University vide office order no.Estab.III/Lib./ PA 98/ 4389 Dated 12.11.1998.
2. Such rationalization of designation may be made effective w.e.f. 21.7.1998 taking into consideration the UGC letter no.F.2-3/91 (CU) dated 22.5.1998 addressed to the Vice Chancellor of the University of Delhi and the General Circular issued by UGC vide letter no. F.2-3/91(CU) dated 21.7.1998. The effective date i.e. 21st July 1998, is the date on which the UGC had issued the above circular.
3. The rationalization of designation and absorption should be made effective simultaneously w.e.f. 21.7.1998 and they be absorbed/ selected through properly constituted screening committee and

availability of vacant positions of Assistant Librarians/ Documentation Officers since 1985.

4. Further such Professional Assistants who would be designated as Assistant Librarian and are drawing the scale of pay of Rs. 10000 – 15200 vide Executive Council's resolution no. 157 dated 14.11.1997 their pay will be protected as per rules.
5. The CAS/MPS introduced from time to time for the post of Assistant Librarian/ Documentation Officer will be applicable from the date the designation of PA are rationalized as Assistant Librarian i.e. 21.7.1998.
6. The process be made operational only when the legal case filed by some Professional Assistants in the High Court of Delhi in the name of Ms Sharda vs. the University of Delhi in 2004 is withdrawn without any pre-and-post-condition.
7. The scheme is a one time measure and will be made applicable to those in position as on 21.7.1998 and continue until the designation of PA's in the pay scale of Rs.10,000-15,3000 is rationalized.

2.7. Assistant Librarian/ Documentation Officer/ College Librarian: (*Para no. 9.7 of the Report*)

The pay scale of this position is Rs. 8000 – 13,200. The Committee recommends that the post of Assistant Librarian/ Documentation Officer be filled up in the ratio of 50: 50, wherein 50% of the post of AL/ DO is filled up through promotions as per the eligibility criteria and rest of 50% post may be filled through direct recruitment. The qualifications/ experience, other eligibility criteria for promotion/ direct recruitment, job description and other details of this cadre have been given in *Annexure 5. (Annexure no.11 of the Report)* The same principle will be applicable in the Colleges too subject to the general guidelines.

2.8. SC/ST Category: The Committee made following recommendations: (*Para no. 9.8 of the Report*)

1. Roster for reservation will be followed both in promotion and direct recruitment as per the GOI rules.
2. The relaxation in the qualifications and experience for reserved categories will be applicable as prescribed by the GOI and notified by the University.
3. In the event of non-availability of internal eligible candidates the vacancies will be filled by direct recruitment.

2.9. College Library Staff (Para no. 9.9 of the Report): The Committee recommends the same guidelines and promotion policy proposed for DULS be followed by the colleges. However,

1. Wherever there is one post in a cadre, the same will be filled up by promotion if the employee fulfills the eligibility criteria laid down for promotion and the 50: 50 recruitment policy will be applicable only where the sanctioned strength of a cadre is two or more. In the event of non-availability of eligible internal candidate, the same will be filled up by direct recruitment
2. As and when, the posts of SPA falls vacant, due to superannuation or otherwise, the same may be converted to JLIA so as to complete the sanctioned strength of the Library Clerk prior to its phasing out. Thus it may be filled up as Junior Library and Information Assistant till the original sanctioned staff strength of Junior Library Assistant and Junior Assistant-cum-typist is achieved as the case may be.
3. The College is required to follow the roster for reservation.
4. In view of application of ICT in Libraries, the post of Junior Assistant cum Typist should be merged with Library Clerk/ Library Assistant. This will increase the strength of the cadre and the employee can go further in the cadres within the Library system.
5. While implementing the recommendations, the provisions provided in the document at different places may be taken together to arrive to any decision.

3. Job Description (Para no. 10 of the Report)

General Guidelines:

1. The job description for every position has been spelt out in each cadre. However, any other jobs which are not specified can be assigned to the library staff in any cadre by the in-charge of the Cell/ unit/ section of the DULS/ Colleges. The job description for each position can not be mutually exclusive as the DULS/ Colleges consist of libraries of different sizes and varying staff strength. The job description given in Annexure 6 to 11 will be subject to financial and administrative powers delegated to different authorities in DULS/ Colleges.
2. Wherever, there is only one post in a cadre, the staff has to perform the duties as per the jobs assigned by the in-charge of the Library.
3. In case of anomalies/ disputes/ clarifications in job description described in different cadres given in *Annexure 1 to 5* the matter may be referred to the University Librarian for review whose decision shall be final.

Annexure 1

**Promotion Rules/Recruitment Rules for the post of Library Attendant
in DULS/ Colleges**

- **Designation :- Library Attendant**
- **Pay Scale:- Rs.2650-65-3300-70-4000**
- **Mode of Recruitment: 100 % Direct Recruitment**
- **Qualifications :**

Qualifications:-

Essential: Passed 10th or equivalent examination from any State Education Board or Govt. recognized Institution.

Desirable:

1. Certificate in Library Science/Library & Information Science.
2. Computer as a subject at Secondary level or Basic Course in Computers from any Institution.

Job Description:-

1. Dusting: books, periodicals (both loose and bound volumes), documents in other media, shelves, chairs, tables, etc.
2. Shelving and Display: books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media.
3. Assist in Opening / Closing of the Library;
4. Manning the Check Point/ Property Counter;
5. Shelf rectification: Putting, rectifying and shifting of books, periodicals (both loose and bound volumes), and documents in other media, the signage according to classification scheme followed in the library.
6. Arrangement of chairs, tables in respective units, sections and in the reading halls.
7. Assisting users in searching books, periodicals (both loose and bound volumes), and documents in other media and finding /tracing of misplaced books and periodicals (both loose and bound volumes) etc.
8. Library services for users with special needs;
9. Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other media: Depending on the requirements stamping, opening of the packets, pasting, book plate, book label, book pocket, book tag, due date slip and writing on the spine tags.
10. Undertaking Xeroxing work, preparing sets of cyclostyled / Xeroxed copies of sets documents for circulation;
11. Shifting of books and periodicals, and documents in other media from respective sections to the Stacks and other places.

12. Searching out the damaged books and periodicals, mending them and preparing them for binding;
13. Pasting of bar code labels and magnetic strips on books, periodicals etc..
14. Covering and removing the dust covers from the computer while closing and opening the library unit, section respectively.
15. Collection of parcels from Rail, Road and Air etc.
16. Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Bank/Post Office/Departments & Administration, Finance, dispatch, messengers job etc.)
17. Attending holiday and weekend and shift duties.
18. All other such jobs as may be assigned from time to time.

Annexure 2

**Promotion Rules / Recruitment Rules for the post of Junior Library &
Information Assistants in DULS/ Colleges**

- **Designation :- Junior Library & Information Assistant**
- **Pay Scale:- Rs.3050 -- 4590**
- **Mode of recruitment : 50 % by Promotion through DPC as prescribed in the University Rules and 50 % through Direct Open Selection**
- **Qualifications and Experience:**

For Direct Recruitment

Qualifications/Experience

Essential

1. Passed Sr. Secondary or equivalent examination conducted by State Board of Education/ University/ Govt. recognized institutions
2. Certificate in Library Science/ Library and Information Science from a recognized institution;
3. Computer Course at Sr. Secondary Level or Basic Course in Computer Science / Word Processing from a recognized Institution

For Promotion

Essential

1. Passed 10th or equivalent examination from any State Education Board or Govt. recognized Institution.
2. 7 yrs (5 years for SC/ST) experience as Library Attendant.
3. Should have attended one computer Training Programme of two weeks as Library Attendant, conducted by DULS or training of comparable duration from a recognized / accredited institution

Job Description:

1. **Secretarial Jobs:** Performing the administrative and financial jobs in respective units, sections (e.g. secretarial jobs, dairy, dispatch, recording of files, maintenance of files and records; typing and cutting of stencils, data entry work, and attending to jobs at Banks, Post Offices, Departments, Administration, Finance etc.)
2. **Display:** books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media.
3. **Shelf rectification:** Putting and rectifying books, periodicals (both loose and bound volumes), and documents in other media, according to classification

- scheme followed in the library.
4. Performing the Data Entry Operations;
 5. Assist users in searching books and periodicals (both loose and bound volumes), and documents in other media and finding /tracing of misplaced books and periodicals (both loose and bound volumes).
 6. Library services for users with special needs;
 7. Preparation of books, periodicals, newspapers and other documents including searching out the damaged books and periodicals for binding ;
 8. Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other media: Depending on the requirements, writing on the book plate, book tag, due date slip, spine tag etc.
 9. Performing the job of Xeroxing, preparing sets of cyclostyled / Xeroxed copies of sets documents for circulation;
 10. Performing the Scanning work and attending to e-mails;
 11. Printing of bar code labels and magnetic strips etc.
 12. Covering and removing the dust covers from the computer while closing and opening the library unit, section respectively.
 13. Performing other library oriented jobs such as printing multiple library catalogue cards, charging/ discharging books and periodicals manually and through Integrated Online Membership and Circulation System, recording overdue books, issue of reader's tickets and cards, writing work and other jobs related to library books and journals.
 14. Performing holiday and weekend and shift duties.
 15. All other such jobs as may be assigned from time to time.

Annexure 3

Promotion Rules / Recruitment Rules for the post of Semi Professional Assistants in DULS/ Colleges

- **Designation :- Semi-Professional Assistant**
- **Pay Scale:- Rs.4500-7000**
- **Mode of recruitment: 50 % by Promotion from amongst the eligible JLIA, through DPC as prescribed in the University Rules and 50 % through Direct Open Selection**
- **Qualifications and Experiences:**

For Direct Recruitment

Qualifications/Experience

Essential:

1. Graduate in Arts/Science/ Commerce or any other discipline or any other higher qualification with 50% marks
2. B. Lib.Sc./ B.L.I. Sc. With 50% marks
3. Course in computer application at Graduate or PG level or 6 months Computer course from a recognized institution.

For Promotion

1. Passed the Sr. Secondary or Equivalent examination with 50% marks
2. Certificates in Library Science from any recognized institution;
3. 7 Years (5 Years in case of SC/ST) experience as JLIA
4. Attended two one week training programmes as JLIA conducted by DULS or training of comparable duration from recognized/ accredited institution

Job Description

1. **Membership and Circulation Work:** Registration of members (Manual or Integrated System); Maintenance of membership records; Issue, Return and Renewal of books, text books and other documents; Reservation/Recalling/ Issuing of reminder of books, text books and other documents; Collection of over due charges; preparation of no dues/ clearance certificates; Maintenance of Inter-library loan transaction records
2. **Acquisition Work :** Preparing purchase orders; Checking of duplication of books and other documents; Checking the purchase order of books, text books and documents in other media; receipt of books etc. on approval and on confirmed orders; filing of purchase orders; Bill preparation for payment ; Certifying the Bills; Maintenance of Bill registers and expenditure register; Accessioning of Books; Transfer of books and other documents for technical processing
3. Performing Data Entry operations;
4. **Periodicals work:** Order/ renewal of periodical subscriptions wherever required; Attending typing, Xeroxing and Data Entry operations Registering the current issues

- of periodicals (manual and computerized); downloading and uploading periodicals data; Reminders for non-receipt of periodicals; Preparing bills for payment of subscription/ adjustment of advance; Display of current issues of periodicals wherever required; preparing the loose issues of periodicals into a set for binding;
5. Performing the Scanning jobs and attending to e-mails;
 6. **Technical Processing work:** Attending typing, Xeroxing and Data Entry operations; Preparation and maintenance of shelf guides, bay guides; Spine label, book card, due date slip writing; downloading and uploading data of the processed books; filing of catalogue cards wherever required.
 7. Preparation of binding list of books and periodicals; accessioning the bound volumes of periodicals; processing the bills of binders.
 8. Preparing the list of documents for weeding out;
 9. Upkeep and providing services from the Theses and Dissertations, rare books and other reserved collection.
 10. Assist in Reference/ Referral services;
 11. Library Services to users with special needs;
 12. Performing the stock verification.
 13. **Secretarial Work :** Data entry operations; noting, drafting, verification and scrutiny of records relating to library establishment, maintenance of files and records; staff salaries; other miscellaneous payments, stores, personal records, leave records etc;
 14. Performing Morning, evening and holiday duties;
 15. All other such jobs as may be assigned from time to time

Annexure 4

Promotion Rules / Recruitment Rules for the post of Professional Assistants in DULS/ Colleges

- **Designation :- Professional Assistant**
- **Pay Scale:- Rs.5500-9000**
- **Mode of recruitment : 50 % by Promotion from amongst the eligible Semi-Professional Assistants, through DPC as prescribed in the University Rules and 50 % through Direct Open Selection**
- **Qualifications and Experiences:**

For Direct Recruitments

Qualifications: Essential

1. M.Lib.Sc./ MLISc. Or equivalent with 50 per cent marks;

OR

Master's Degree in Arts/ Science/ Commerce or any other discipline with 50% and B. Lib. Sc./ B. L. I. Sc. With 50% marks

2. Computer Science paper at Graduate/ PG level or Six months computer science course from a recognized institution.

For Promotion

1. Graduate with 50% plus B.Lib.Sc./ BLISc. With 50% marks

2. 7 years (5 years in case of SC/ST) experience as Semi Professional Assistant.

3. Attended at least 2 computer science training programme each of two weeks duration as SPA conducted by DULS or the training programme of comparable duration from recognized institution

Job Description:-

1. To perform under the overall supervision of the in-charge of the cell/ unit/ section and assisting them in routine work;
2. **Membership and Circulation work:** Performing, supervising and coordinating the Membership and Circulation work of different categories of staff ; Issuing the No Dues/ Clearance Certificates;
3. **Acquisition Work:** Completing and verification of the bibliographical details of books and other documents before processing the same for purchase and approval by A.L/D.L./Librarian; maintenance of records and correspondence;

Receiving books on approval and on confirmed order and bills and checking with Purchase orders; Initiating correspondence within the University and with suppliers; accessioning of books whenever required; maintaining the budgetary allocations and reconciliation of accounts with Finance Division.; Initiation of notes for advances, adjustments, opening of LC, foreign DD etc.;

4. **Periodicals work:** Soliciting suggestions for renewal and inviting/ receiving for subscription of periodicals and their processing ; Completing and verification of bibliographical details before placing order for subscription of periodicals and electronic databases; Placing orders for subscription of periodicals, electronic databases; maintaining and controlling the budgetary allocations; issuing reminders for non-receipt of loose issues of periodicals; passing the bills for payments; display of loose issues; tendering work for binding of books and periodicals; placing the orders for binding of sets of periodicals
5. **Technical Processing Work:** Classification, cataloging and preparing the data sheets; subject indexing; metadata preparation and content development; editing of cataloging and classification entries; downloading and uploading data of the processed books; Database maintenance and rectification;
6. Maintenance of Statistics of various nature; report generation both manual as well computerized;
7. **Reference and Referral Work:** Attending the Reference queries both and providing information services both from print as well as web-resources; bibliographical services on demand and in anticipation; assisting in the orientation/ information literacy and competency programmes; Inter-library loan services and maintenance of records; upkeep and development of reference collection;
8. Providing the Internet Access services, attending to e-mails and undertaking the maintenance of the Hardware/ software/ other peripherals;
9. Performing Opening and Closing work;
10. **Secretarial Work:** Maintenance of files, records, registers, stationery items, consumables required in the cell/ unit/ section.
11. Stock verification of books, periodicals and other document and permanent store items
12. Maintenance of legal documents.
13. Maintenance of the Library Buildings
14. Attending morning, evening and holiday duties as supervisors of shift.
15. Any other jobs assigned from time to time

Annexure 5

Promotion Rules / Recruitment Rules for the post of Professional Junior/ Assistant Librarian/ Documentation Officer/ College Librarians of the University of Delhi

- **Designation :- Professional Junior/Assistant Librarian/Documentation Officer/ Librarian in a College**
- **Pay Scale:- Rs.8000-13500.**
- **Mode of recruitment : 50% Direct Recruitment through open selection; 50% by promotion from amongst of the eligible P.A.s**
- **Qualifications & Experiences :**

For Direct Recruitment

Qualifications:- As per the UGC regulation dated 4th April 2000 and approved by the University vide EC resolution no. 63 dated 8th July 2002.

1. Master's Degree in Library Science/ Information Science/ Documentation or an equivalent professional degree with at least 55% of marks or its equivalent grade of "B" in the UGC 7 point scale + A consistently good academic record
2. Qualified in the National Level Test in the relevant subject conducted by UGC or any other agency approved by the UGC

Further, exemption were given vide UGC letter no. F.3-1/94 (PS)/7 dated 22nd September 2006 and EC resolution no. 141 (1) dated 13.12.2006:

1. Exemption from NET to the M.Phil/ Ph. D. degree holders for appointment as Assistant Librarian and
2. Relaxation of 5% in Master's Degree Marks to those who did it prior to 1991, have a Ph. D. Degree and are already in the University System

For Promotion

1. Master's Degree in Library Science/ Information Science/ Documentation or an equivalent professional degree with 50 % marks;
OR
Master's Degree in Arts/ Science/ Commerce or any other discipline with 50% marks and B. Lib. Sc./ B. L. I. Sc. With 50% marks.
2. 7 years (5 years in case of SC/ST) experience as Professional Assistant.
3. Attended at least two Training programmes of each of two weeks duration as Professional Assistant conducted by DULS or training of comparable duration from any other recognized institution.

Relaxation of 5% Marks in Master's Degree Marks to those: i) who did their Master's degree prior to 1991 and have a Ph. D. Degree and are already in the University System;

OR

ii) Knowledge of Two foreign languages of the standard of Diploma Course;

OR

iii) Have published paper/ articles in renowned journals in Library and Information Science

Job Description:-

2. Performing, supervising / controlling /monitoring the activities of the cell/ unit/ sections as In charge and coordinating at all levels within and outside the system.
3. Planning and implementing new techniques and technologies and providing guidance to the Library Staff.
4. Correspondence and supervising all administrative and financial jobs, preparing budget proposals, annual reports and agenda notes for various committee meetings, etc.
5. Performing and supervising all professional and technical work relating to books, periodicals, electronic databases and other formats of documents; collection development; reference, documentation and information services, information literacy and competency programmes, stack rectification and stock verifications, maintenance of stacks, binding work; maintenance of library building and user facilities;
6. Planning and organizing ICT activities including content development;
7. Planning and organizing extension activities;
8. Assisting the Librarian/Dy. Librarian in Library services and all other Library matters including Planning, Organising, Development and Research.
9. Providing the Internet access services and undertaking the maintenance of hardware/ software/ and peripherals etc.
10. Sanctioning and maintaining the records of C. Ls/R. Hs and forwarding the medical and earned leave applications of their staff of the cell/ unit/ section to the Deputy Librarian/Librarian as required.
11. Maintaining the discipline in the cell/ unit / section under his/ her control and following the rules, regulations, procedures.
12. Arrangement of shift/holiday duties and attending the holiday/ Sunday/ Saturday duties as and when required;
13. Performing Opening and Closing of the Library;
14. Maintaining the Library building;
15. Any other jobs assigned from time to time.
16. In Colleges the College Librarian is overall administrative/ professional in charge of the Library and responsible for performing, supervision, controlling of all jobs/activities listed above and coordinating at all levels within and outside the system.