

No. Estab.II(i)/2008/
UNIVERSITY OF DELHI

60401

Delhi, the 24th September, 2009

NOTIFICATION

In partial modification of the Notification of even number dated 30th December, 2008 and in pursuance of the decision of the Executive Council vide its Resolution No. 112 in its meeting held on 24th August 2009; the following amendments to the Recruitment Rules (Non Teaching Employees), 2008 are hereby notified:

- (i) The Executive Council has amended the Rule 6(ix) of the Recruitment Rules (Non Teaching Employees), 2008. The amended Rule 6(ix) is annexed herewith.
- (ii) The Executive Council in terms of Rule 4(i) of the Recruitment Rules (Non Teaching Employees), 2008 has added the posts of Library Attendant, Junior Library and Information Assistant, Semi-Professional Assistant and Professional Assistant in Schedule-I to the Rules. The additions to Schedule-I to the Rules are annexed herewith.
- (iii) The Executive Council has amended the composition of Selection Committees and Departmental Promotion Committees for various posts to be filled by direct recruitment or promotion, as the case may be, contained in Appendix-1 and Appendix-2 to Schedule-I to the Recruitment Rules (Non Teaching Employees), 2008. The amended Appendix-1 and Appendix-2 are annexed herewith.

2. The above amendments to the Rules shall come into force with immediate effect.


REGISTRAR

Annexure: As above.

The Librarian
Central Reference Library
University of Delhi
Delhi - 110 007

The Recruitment Rules (Non-Teaching Employees), 2008 under Ordinance XXII-D have been amended as under:-

1. The Rule 6(ix) has been amended as under:

Existing	Amended
<p><u>Rule 6 (ix)</u></p> <p>However as an exception to the above:-</p> <p>(a) Wherever the Executive Council has specifically prescribed a lower qualifying service for promotion to a higher post, the same shall continue to apply to all the existing incumbents.</p> <p>(b) In the case of colleges, where the number of sanctioned posts in the cadre of Assistant and Senior Assistant is, less than four, there will be no direct recruitment and the posts shall be filled by promotion. Where there is no qualified person with minimum number of years service available in the feeder grade, the post shall be filled by direct recruitment.</p>	<p><u>Rule 6 (ix)</u></p> <p>However as an exception to the above:-</p> <p>(a) Wherever the Executive Council has specifically prescribed a lower qualification and/or a lower qualifying service for promotion to a higher post, the same shall continue to apply to all the existing incumbents.</p> <p>(b) In the case of colleges, where the number of sanctioned posts in the cadre of Assistant and Senior Assistant is less than four and in the cadre of Junior Library Information Assistant, Semi Professional Assistant and Professional Assistant is less than two, there will be no direct recruitment and the posts shall be filled by promotion. Where there is no qualified person with minimum number of years service available in the feeder grade, the post shall be filled by direct recruitment</p> <p>Note: The existing incumbents in the case of Library Attendants, Junior Library Information Assistant and Semi Professional Assistant shall be those who were in position as on 20th august, 2007 i.e. the date on which the Executive Council approved the Revised Recruitment Rules for these posts.</p>

2. The Schedule to Recruitment Rules (Non-Teaching Employees) 2008 has been amended by adding the following:

The provision regarding the post of Library Attendant shall be added after serial number 63 and subsequent entries shall be renumbered accordingly.

1.	Name of the Post	Library Attendant
2.	No. of Posts	121
3.	Classification	Group C Non Ministerial
4.	Scale of Pay	Pay Band + Grade Pay PB-1 Rs. 5200-20200 + Rs.1800
5.	Whether Selection Post or Non Selection Post	N.A.
6.	Age limit for Direct Recruitment	30 years
7.	Educational and other qualification required for direct recruitment.	<p>Essential:</p> <p>Passed 10th or equivalent examination from any State Education Board or Govt. recognized Institution.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Certificate in Library Science/Library & Information Science. 2. Computer as a subject at Secondary level or Basic Course in Computers from any Institution. <p>Note: The incumbent is generally expected to undertake the following duties:</p> <ol style="list-style-type: none"> 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

		<p>new arrivals, documents in other media.</p> <ol style="list-style-type: none"> 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, messenger's job etc.) 17. Attending holiday and weekend and shift duties. 18. All other such jobs as may be assigned from time to time.
8.	Period of probation (if, any)	One year
9.	Method of Recruitment, whether by direct recruitment or by promotion	100% by direct recruitment

The provision regarding the post of Junior Library & Information Assistant shall be added after serial number 47 and subsequent entries shall be renumbered accordingly.

1.	Name of the Post	Junior Library & Information Assistant
2.	No. of Posts	22
3.	Classification	Group C Non Ministerial
4.	Scale of Pay	Pay Band + Grade Pay PB-1 Rs. 5200-20200 + Rs.1900
5.	Whether Selection Post or Non Selection Post	N.A.
6.	Age limit for Direct Recruitment	30 years
7.	Educational and other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none"> 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. <p>Note: The incumbent is generally expected to undertake the following duties:-</p> <ol style="list-style-type: none"> 1. Secretarial Jobs: Performing the administrative and financial hobs 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

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		<p>scheme followed in the library.</p> <ol style="list-style-type: none"> 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 ships 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.
8.	Period of probation (if, any)	One year
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by direct recruitment 50% by promotion failing which by direct recruitment
10.	In case of recruitment by promotion/ deputation, grades from	By promotion:

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	which promotion/ deputation to be made. Qualifications for promotion.	Amongst the Library Attendants working in the University with at least five years regular service in the grade and should have attended one computer Training Programme of a duration of two weeks as Library Attendant, conducted by DULS or training of comparable duration from a recognized /accredited institution
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The provision regarding the post of Semi-Professional Assistant shall be added after serial number 39 and subsequent entries shall be renumbered accordingly.

1.	Name of the Post	Semi-Professional Assistant
2.	No. of Posts	66
3.	Classification	Group C Non Ministerial
4.	Scale of Pay	Pay Band + Grade Pay PB-1 Rs. 5200-20200 + Rs. 2800
5.	Whether Selection Post or Non Selection Post	N.A.
6.	Age limit for Direct Recruitment	35 years
7.	Educational and other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none"> 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. <p>Note: The incumbent is generally expected to undertake the following duties:-</p> <ol style="list-style-type: none"> 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 <i>over due</i> 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 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

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		<p>processing.</p> <p>3. Performing Data Entry operations;</p> <p>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;</p> <p>5. Performing the Scanning jobs and attending to e-mails;</p> <p>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.</p> <p>7. Preparation of binding list of books and periodicals; accessioning the bound volumes of periodicals; processing the bills of binders.</p> <p>8. Preparing the list of documents for weeding out;</p> <p>9. Upkeep and providing services from the Theses and Dissertations, rare books and other reserved collection.</p> <p>10. Assist in Reference/ Referral services;</p> <p>11. Library Services to users with special needs;</p> <p>12. Performing the stock verification.</p> <p>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;</p> <p>14. Performing Morning, evening and holiday duties;</p> <p>15. All other such jobs as may be assigned from time to time.</p>
8.	Period of probation (if, any)	One year
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled	50% by direct recruitment 50% by promotion failing which by direct recruitment

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	by various methods.	
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made. Qualifications for promotions.	<p>Promotion Amongst the Junior Library & Information Assistants(JLIA) with at least five years regular service in the grade and possessing the following:</p> <ol style="list-style-type: none">1. Passed the Senior. Secondary or Equivalent examination2. Certificate course in Library Science from a recognized University or Institution;3. Successfully attended two computer training programme of one week duration each as JLIA conducted by DULS or the training programme of comparable duration from recognized institution.

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The provision regarding the post of Professional Assistant shall be added after serial number 32 and subsequent entries shall be renumbered accordingly

1.	Name of the Post	Professional Assistant
2.	No. of Posts	62
3.	Classification	Group B Non Ministerial
4.	Scale of Pay	Pay Band + Grade Pay PB-2 Rs. 9300-34800 + Rs. 4200
5.	Whether Selection Post or Non Selection Post	N.A.
6.	Age limit for Direct Recruitment	35 years
7.	Educational and other qualification required for direct recruitment.	<p>Essential:</p> <p>1. M.Lib.Sc./ M.L.I.Sc. Or equivalent with 50% marks;</p> <p align="center">OR</p> <p>Master's Degree in Arts/ Science/ Commerce or any other discipline with 50% and B. Lib. Sc. / B.L.I.Sc. With 50% marks</p> <p>2. Computer Science paper at Graduate/ PG level or Six months Computer Science course from a recognized institution.</p> <p>Note: The incumbent is generally expected to undertake the following duties:-</p> <ol style="list-style-type: none"> To perform under the overall supervision of the In-charge of the cell/ unit/ section and assisting them in routine work; Membership and Circulation work: Performing, supervising and of staff; Issuing the No Dues/ Clearance Certificates; 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;

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| | <p>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 <i>DD</i> etc.;</p> <p>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</p> <p>5. Technical Processing Work: Classification, cataloguing and preparing the data sheets; subject indexing; metadata preparation and content development; editing of cataloguing and classification entries; downloading and uploading data of the processed books; Database maintenance and rectification;</p> <p>6. Maintenance of Statistics of various nature; report generation both manual as well computerized;</p> <p>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;</p> <p>8. Providing the Internet Access services, attending to e-mails and undertaking the maintenance of the Hardware/ software/other peripherals;</p> <p>9. Performing Opening and Closing work;</p> <p>10. Secretarial Work: Maintenance of files, records,</p> |
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		<p>registers, stationery items, consumables required in the cell/ unit/ section.</p> <p>11. Stock verification of books, periodicals and other document and permanent store items</p> <p>12. Maintenance of legal documents.</p> <p>13. Maintenance of the Library Buildings</p> <p>14. Attending morning, evening and holiday duties as supervisors of shift.</p> <p>15. Any other jobs assigned from time to time.</p>
8.	Period of probation (if, any)	One year
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by direct recruitment 50% by promotion failing which by direct recruitment
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made. Qualification for promotion	<p>Promotion Amongst the Semi Professional Assistants working in the University with at least give years regular service in the grade and possessing the following:</p> <ol style="list-style-type: none"> 1. Degree with atleast 50% marks. 2. B.Lib.Sc./ B.L.I.Sc. with 50% marks 3. Attended at least two computer Training programme each of two weeks duration as SPA conducted by DULS or the training programme of comparable duration from recognized institution.