



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Library Attendant
2.	No. of Posts	122
3.	Classification	Group C, Ministerial
4.	Scale of Pay	Pay Level 01
5.	Whether Selection Post or Non Selection Post	Non Selection
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	<p>Essential:</p> <ol style="list-style-type: none">1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution.2. Certificate in Library Science/Library & Information Science from a recognized Institution. <p>Desirable:</p> <p>Computer as a subject at Secondary level or Basic course in Computers from any Institution.</p> <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 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



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		<p>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.</p> <p>10. Undertaking Xeroxing work, preparing sets of cyclostyled / Xeroxed copies of sets documents for circulation;</p> <p>11. Shifting of books and periodicals, and documents in other media from respective sections to the Stacks and other places.</p> <p>12. Searching out the damaged books and periodicals, mending them and preparing them for binding;</p> <p>13. Pasting of bar code labels and magnetic strips on books, periodicals etc.</p> <p>14. Covering and removing the dust covers from the computer while closing and opening the library unit, section respectively.</p> <p>15. Collection of parcels from Rail, Road and Air etc.</p> <p>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.)</p> <p>17. Attending holiday and weekend and shift duties.</p> <p>18. All other such jobs and duties as the case may be assigned from time to time even in other spheres of functioning of the institution concerned.</p>
8.	Period of probation (if, any)	01 year for the Direct Recruits.
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.	100% by Direct Recruitment
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable