



**SHIVAJI COLLEGE**  
(UNIVERSITY OF DELHI)  
ACCREDITED BY NAAC WITH 'A' GRADE

**Address:** - Raja Garden, Ring Road, New Delhi – 110027

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**Date:** 09.07.2019

**NOTICE**

It has been decided to hold a **Limited Departmental Examination (UR- 1 Post) for promotion to the post of Library Assistant** (Pay Scale in the Pay Matrix (as per 7<sup>th</sup> CPC) – Level-3 (₹21,700 – ₹69,100)) as per latest recruitment rules and the approved scheme of examination for the post.

Those who fulfill the following eligibility criteria as on 09.07.2019 may apply to the Principal, Shivaji College in the prescribed application form, enclosed overleaf latest by 23.07.2019.

☞ **Eligibility for consideration under the 50% LDE quota:**

Amongst the Library Attendants/ MTS Library working in the College 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.

☞ **The scheme of Examination for the Limited Departmental Examination (LDE) is enclosed.**

☞ **The date of written test is 30.07.2019 (Time: 09:00 am).**

**PRINCIPAL**

**Scheme of Examination for Limited Departmental Test for Promotion of Library Attendant/ MTS Library and erstwhile Library Attendant to Library Assistant**

The following shall be the scheme of Examination, components of written test and its syllabus etc. for promotion of Library Attendant/ MTS Library to Library Assistant through limited departmental exams:

An **objective type** paper of two hours (02 hrs.) duration with maximum of 100 marks, which include Library questions.

The **Multiple Choice Questions** shall judge the knowledge of Library Science for promotion to post of Library Assistant.

Out of **100 questions**, 40 questions should be related to the duties of Library Assistant, with options from Acquisition, processing & circulation, specific post for which the promotions are to be considered by the department, 20 questions of General Knowledge, 20 questions of English and 20 questions of Mathematical abilities.

**Note:**

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (ie., for SC/ST/PwD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers comprising of the following:
  - Officer Incharge of the Establishment Non-Teaching
  - Officer Incharge of the Recruitment Section
  - Officer Incharge of College Branch
  - Officer Incharge of the Vigilance Section.
  - Section Officers of the respective Establishment and Recruitment Sections.
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.

6. The test will be held every year/once in two years depending on the number of vacancies any year. In case there is no vacancy in a particular year, no test will be held.

**APPLICATION FOR PROMOTION TO THE POST OF  
LIBRARY ASSISTANT**

Name of Candidate (in BLOCK LETTERS): .....

Father's/ Husband's Name: .....

Whether belongs to SC/ST/OBC/PwD Category: .....

Present Designation: .....

Date of joining the current post:.....

Educational Qualifications .....

Present Scale of Pay: .....

**Date:** .....

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**Signature of Applicant**