



सत्यवती महाविद्यालय
Satyawati College
(दिल्ली विश्वविद्यालय)
(University of Delhi)

NAAC ACCREDITED 'A+' GRADE



वसुधैव कुटुम्बकम्
ONE EARTH • ONE FAMILY • ONE FUTURE

Advt. No. SC/NTS(Lib.Att.)/2024/02

06.02.2024

Online applications are invited in the prescribed application form available at web-link <https://recsatyawati.com> from eligible candidates for appointment to the post of **LIBRARY ATTENDANT**, pay Level-1 of 7th Central pay Commission Pay Matrix, in the college.

Name of the Post	Total No. of Post	UR	ST	PwBD	Max Age	Pay Band +GP
Library Attendant	08	06	01	01 (LD)	30	Pay Level – 1

UR: Unreserved, OBC: Other Backward Classes, ST: Scheduled Tribe, PwBD : Persons with Benchmark Disabilities, LD: Locomotor Disabled

Qualification for the post:

Essential:

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.

Desirable:

Computer as a subject at Secondary level or Basic course in Computers from any Institution.

Note:

1. Candidate fulfilling the eligibility criteria as per Delhi University/UGC norms may fill the Online Application Form available on the college website www.satyawati.du.ac.in by clicking the link: **Online Application Form for the post of Non-Teaching Staff.**
2. College reserves the right to fill or not to fill the above mentioned post(s). The number of posts Unreserved/Reserved in Department may be increased or decreased as per University of Delhi rules.
3. Eligibility criteria and qualifications are as per the University of Delhi/UGC Norms.
4. The candidates are requested to pay online application fees of Rs.500/- for Unreserved/OBC and Rs.250/- for SC/ST. The fee is non-refundable. There will be no fee for PWD and Female candidates.
5. Those in service should apply through proper channel.
6. For details please see the college website www.satyawati.du.ac.in
7. Any addendum/corrigendum shall be posted on the College website only.
8. The last date for receipt of online applications is **02.03.2024** or within two weeks from the date of publication of the advertisement in the *Employment News*, whichever is later.

Sd/-
[Prof. Anju Seth]
Officiating Principal

INSTRUCTIONS FOR FILLING ON-LINE APPLICATION FORM FOR NON-TEACHING POSTS.

1. Log on to www.satyawati.du.ac.in
2. Before filling up the form, candidates are advised to carefully go through the Advertisement. No. SC/NTS(Lib.Att.)/2023/01 available on the college website and confirm your eligibility with regard to qualification/ experience/age etc. before submitting the online application form.
3. Candidate is advised to pay online fees i.e. Rs.500/- for Unreserved/OBC candidates and Rs.250/- for SC/ST and there is no fees for PWD.
4. Field with red star (*) marks are mandatory and essential to be filled in by the Candidate.
5. Once you click the "Submit" button, no more changes can be made. Please be sure to review your application carefully before submission.
6. Candidature may be cancelled if more than one application is submitted for the same post.
7. The eligible and interested persons are required to apply on-line in the format available on the college website www.satyawati.du.ac.in.
8. After submission of on-line form, a confirmation page (Application form) will open which will have all the information entered by the candidate with his/her registration number.
9. The last date for submission of online application is **02.03.2024** or within two weeks from the date of publication of the advertisement in the Employment News, whichever is later.
10. In case any candidate is found to have furnished false information with regard to qualification, category, etc. or is found to have withheld/concealed information in his/her application form, his/her candidature will be cancelled and legal proceedings may also be initiated against him/her.
11. The date of written examination will be notified on the college website.
12. Applicants are required to check the college website on regular basis.
13. Admits Cards will not be sent by Post. Every eligible candidate may download his/her admitcard having roll no. of candidate for appearing in the written examination from the college website i.e. www.satyawati.du.ac.in.
14. Candidates are required to furnish correct/exact email ID for College correspondence.
15. In order to avoid last minutes rush, the candidates are advised to apply early enough, College will not be responsible for any network problem or postal delay or any other such type of problem

GENERAL INSTRUCTIONS TO THE CANDIDATES:

1. Candidates are required to appear in a written test/practical test/skill test to adjudge the basic knowledge as per the requirement of the post. The selection shall be based on the performance of the candidate in the written test.
2. College reserves the right to conduct written test for all the posts.
3. All the posts will be filled as per the Recruitment Rules of the University of Delhi. The qualification and other service conditions shall be such as prescribed by the University of Delhi/U.G.C. from time to time.
4. The upper age-limit as prescribed for direct recruitment shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Physically Challenged, Ex-

Servicemen and other specified categories of person in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.

5. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates applying for direct recruitment through open advertisement provided they have rendered at least three years regular service in the University and its Colleges.
6. The upper age-limit prescribed for direct recruits shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less provided they rendered regular service in same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities/affiliated or constituent colleges under the University/Public Sector Undertakings rendered at least three years regular service in the same or allied field.
7. The upper-age limit shall also be relaxable in respect of persons who are already working on contract/daily wages/adhoc basis in the Delhi University/Colleges to the extent of services rendered by them one time exemption provided they have put at least one year of services.
8. The upper age limit for the posts advertised shall be determined as on last date of submission of applications.

9. Applications fee is to be deposited through online as per the details given below:-

S No. Category Amount

(a) UR/OBC Rs. 500/-

(b) SC/ST Rs. 250/-

(c) PWD/Female - Nil

10. Candidate belonging to SC/ST/OBC/PwD categories should keep ready an attested copy of certificates issued by competent authority in the prescribed format as stipulated by Government of India. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section. An Ex-serviceman candidate has to produce a copy of the discharge certificate/pension payment order and documentary proof of rank last/ presently held (substantive as well as acting) at the time of interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defense services.
11. Candidates should possess the prescribed educational qualification and experience as on the closing date of application.
12. Candidates serving Government/Public Sector Undertakings are required to send their applications through proper channel.
13. Applications which do not meet the criteria given in this advertisement and/or incomplete applications are liable to be summarily rejected.
14. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material/information while submitting the application and self-certified copies/testimonials.
15. The number of posts advertised may vary, and the college reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.
16. Fees once paid shall not be refunded under any circumstances.
17. All candidates should have fulfilled the minimum eligibility on the closing date of submission of application.
18. Candidates called for written test shall do so at their own expenses. No. TA/DA shall be paid.

19. The candidates are instructed to carefully read the eligibility criteria along with the General Instructions as well as the detailed instructions to fill the online form.
20. The College shall not be responsible for any delay/loss due to postal or technical reasons.
21. Applications received without complete information or without requisite fees shall be rejected.
22. The college shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are false or the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the college.
23. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the college reserves right to modify/cancel/withdraw any communication made to the candidate.

Sd/-
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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



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4.5.4 Scheme of Examination for Direct Recruitment to the post of Library Attendant

The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of **Library Attendant** by the direct recruitment:

A. Scheme of Examination:

Written Test		
Objective Type (MCQ) Library Aptitude, General Awareness etc. (150 questions)	Time: 3 hrs.*	Max. Marks: 300 marks
Total Marks		300 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Objective Type (MCQ)	TEST COMPONENTS	DURATION: 3 hours	
		NO. OF QUESTIONS	MARKS
(i)	Library Aptitude	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
	TOTAL	150	300

B. Detailed Syllabus:

(i) Library Aptitude: Questions will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The questions may be from all the spheres of library science.

(ii) General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.



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(iii) Reasoning Ability: The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iv) Mathematical Ability: The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(v) Test of Language English or Test of Language Hindi: In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

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 questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for the written test shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.
4. There shall be negative marking for wrong answers in written test to the tune of $1/4^{\text{th}}$ of marks allocated per question.
5. Merit list shall be drawn only for candidates who qualify written test.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.