

**ADITI MAHAVIDYALAYA
(UNIVERSITY OF DELHI)
BAWANA, DELHI-110039**

Advt. No. AM/NT/Contractual/2024/2

Dated : 01.04.2024

Applications are invited from the eligible candidates on prescribed format for the following non-teaching post on **Contractual Basis**.

Sl. No.	Name of the Post	No. of Posts	UR	OBC	SC	ST	PwD	EWS	Age Limit
1	Library Attendant	1	1	-	-	-	-	-	30 years

1. Library Attendant
Contractual Payment – Rs.18000+DA

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: The incumbent is generally expected to undertake the following duties:-

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, messenger's job etc.)
17. Attending holiday and weekend and shift duties.
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.

Important Instructions :

1. All the candidates for recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test and skill test.
2. The scheme of the examination including weightage of marks for written test etc. as prescribed by the University from time to time.

3. The upper age limit prescribed for Direct Recruitment shall be relaxed in case of candidates belonging to the reserved categories in accordance with the instructions received from the Government of India in this regard from time to time as applicable to Central Government establishment.
4. Applicant/s must submit their application to the Principal, Aditi Mahavidyalaya, Bawana, Delhi-110039, using the prescribed format, available on the college website, along with their self-attested testimonials as well as a passport size photograph in a sealed envelope superscribed "**Application for the post of**" latest by **16.03.2024**.
5. Application fees are to be submitted as per details given below :-
 - i. ₹500/- for UR/OBC/EWS Category via bank draft in favour of "The Principal, Aditi Mahavidyalaya" payable at New Delhi.
 - ii. No application fee will be charged from applicants from SC, ST, PwBD category and women applicants.
 - iii. Candidates who wish to apply for more than one post should apply separately for each post and pay fee for each post.
 - iv. Fees once paid will not be refunded under any circumstances.
6. The College reserves the right to change the nature and/or number of post advertised or to abolish the post without assigning any reason thereof.
7. Incomplete applications, documents will be rejected.
8. The College reserves its right not to fill the post advertised.
9. Merely fulfilling the minimum eligibility conditions does not entitle the candidate to be shortlisted further.
10. No TA/DA shall be paid to any candidate for appearing in written test etc.
11. Any Addendum/corrigendum shall be posted on the College website only.
12. List of eligible candidates and the date of written test will be published on the college website (www.aditi.du.ac.in) after the scrutiny of applications. Applicants are advised to check the college website regularly.

Namta Sharma

PRINCIPAL

APPLICATION FORM FOR NON-TEACHING POSTS

Post Applied for :

Advt. No. & Date of advertisement :

Affix Passport
Size
Photograph

1 Name (in block letters):

2 Parent's/Spouse's Name :

3 Date of Birth :

4 Nationality :

5 Gender : Male/Female :

6 (a) Post held, if any, at the time of :

sending the application date of appointment :

whether permanent/Adhoc/Contractual/temporary :

7 Category to which you belong (tick) : UR/OBC/SC/ST/PwBD/EWS

Are you physically handicapped ? :

If yes, explain the nature and extent of disability :

8 Correspondence Address :

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Phone/Mobile No. :

Email ID :

9 Present Salary, if any :

10 Educational Qualification (X class onwards) :

Sl. No.	Examination Passed	Name of the University/ Board	School/College Attended	Division with percentag e of marks obtained	Year of Passing	Subject offered

11. Work Experience, if any :

Sl. No.	Name of the Organization	Designation	Duration (Time Period)	Salary Drawn (Basic Pay with Pay Level)

12. Indicate the time you will require to join, if selected :

13. Fees paid ₹..... vide Bank Draft No dated

14. Any other information.

Dated :

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Signature of the Applicant

Declaration :

I declare that all the statement made in the Application Form are true to the best of my knowledge and belief.

Dated :

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Signature of the Applicant

List of Enclosures

- i)
- ii)
- iii)
- iv)
- v)
- vi)
- vii)
- viii)