

**INDIRA GANDHI INSTITUTE OF PHYSICAL  
EDUCATION & SPORTS SCIENCES**

(University of Delhi)

B-Block, Vikaspuri, New Delhi-110 018

Website : [www.igipess.du.ac.in](http://www.igipess.du.ac.in)

Ref. No.IPE/2023/19/1366

Dated: 07.02.2023

**ADVERTISEMENT NOTICE**

Indira Gandhi Institute of Physical Education & Sports Sciences, University of Delhi invites applications for the post of Librarian on deputation basis as per the details given below:

S. No.	Name of the Post	Pay Level	Max. Age Limit	No. of Post/s	Method of Recruitment
1.	Librarian	10	56 Years	01	Deputation

**EDUCATIONAL QUALIFICATIONS & OTHER REQUIREMENTS:**

**ESSENTIAL QUALIFICATION:**

1. Master's Degree in Library Science & Information Science/Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization / digitalization of library.
2. Qualifying in the National Eligibility Test conducted for the purpose by the UGC or any other agency approved by the UGC.
3. Candidates, who are or have been awarded Ph.D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Librarian/College Librarian subject to the fulfilment of the following conditions:
  - a) The Ph.D. degree of the candidate has been awarded in the regular mode;
  - b) The Ph.D. thesis has been evaluated by at least two external examiners;
  - c) Open Ph.D. Viva Voce of the candidate has been conducted;
  - d) The Candidate has published two research papers from his/her Ph.D. work out of which at least one is in a referred journal;
  - e) The candidate has presented at least two papers based on his/her Ph.D. work in Conferences/Seminars sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.

**NOTE:**

- (i) The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affair) of the University concerned.
- (ii) NET/SLET/SET shall not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

Contd.....(2).

**DESIRABLE:**

PG Diploma in Library Automation and Networking or equivalent.

**EXPERIENCE:**

Officer under the Central / State Govt., PSUs, Statutory / Autonomous Bodies / University / College / Institution.

Or

- i) Holding analogous post or
- ii) With 3 years' service in the pay band of Rs.9300-34800+Grade Pay 4600 or 5 years' experience in the grade pay of Rs.4200/- or equivalent; and
- iii) At least 7 years' experience in Library works in a reputed educational Institute.

**JOB REQUIREMENT:**

According to the report of Kathpalia Committee, University of Delhi, the job requirement of the post of College Librarian is as under:

1. Performing, supervising/controlling/monitoring the activities of the Library.
2. Planning and implementing new techniques and technologies and providing guidance to the Library Staff.
3. Correspondence and supervising all administrative and financial jobs, preparing budget proposals, Annual reports and Agenda notes for various committee meeting, etc.
4. Having Good IT knowledge with experience in handling medium size library independently.
5. Looking after the Library systems, Maintenance of books and data base, other regular Library procedures and other administrative work of the department.
6. Person should have good communication skills.
7. Technical qualification of Library Software will be and added advantage.
8. Performing and supervising all professional and technical work relating to books, periodicals, electronic database and other formats of documents, collection development; reference, documentation and information, services, information literacy and competency programmes, stack rectification and stock verifications, maintenance of stacks binding work; maintenance of library building and user facilities.
9. Planning and organizing ICT activities including content development.
10. Planning and organizing extension activities.
11. Assisting the Principal and all other Library matters including Planning, Organizing, Development and Research.
12. Providing the Internet access services and undertaking the maintenance of Hardware / Software and peripherals etc.
13. Arrangement of shift/holiday duties and attending the holiday/Sunday/Saturday duties as and when required;
14. Maintaining the discipline in the Library under his/her control and following the rules, regulations procedures.
15. In the college Librarian is overall administrative / professional in charge of the jobs / activities listed above and coordinating at all levels within and outside the system.
16. Any other jobs assigned from time to time by the Principal.

Contd.....(3).



**Note:**

Persons who are on direct line of promotion in the cadre are not eligible for appointment on deputation basis. Similarly, deputationist is not eligible for absorption. The selection will be made on the basis of performance in the interview and skill test (if required as per University rules).

**GENERAL INSTRUCTIONS AND GUIDELINES:**

1. The period of deputation is initially for a period of one year extendable upto two years. The Terms and Conditions of the deputation shall be as per DoPT/DU/UGC Guidelines issued in the regard. The said appointment can be terminated even before the expiry of the period mentioned without assigning any reasons thereof.
2. The candidates are required to submit the self-attested certificates of educational qualification, experience and other certificates along with the application form.
3. The following documents are to be enclosed along with the application form:
  - a) A No Objection Certificate to the effect that the concerned forwarding authority has no objection to the appointment of the applicant to the post applied.
  - b) Details of penalties, if any, imposed on the applicant during the last five years.
  - c) Integrity Certificate.
  - d) Vigilance clearance in respect of the applicant duly signed by the officer of appropriate level alongwith certified copies of ACRs/APRs for the last five years.

**NOTE:** Information at Point No. b, c and d above is to be furnished by the present employer of the applicant confidentially in a sealed cover addressed to the Principal, IGIPSS, B-Block, Vikaspuri, New Delhi-110018.

**CANVASSING IN ANY FORM WILL BE DISQUALIFICATION:**


Application format and other information are available on the College Website [www.igipess.du.ac.in](http://www.igipess.du.ac.in). The eligible candidates may apply with self-attested copies of certificates of the essential qualifications and experience. Duly completed application with required documents should reach by 27.02.2023 to the Principal, IGIPSS (University of Delhi), B-Block, Vikaspuri, New Delhi-110018 through proper channel. Application received incomplete or after due date will not be entertained. Only shortlisted candidates will be called for interview. College reserves the right to reject any or all applications/posts without assigning any reason.

Sd/-  
PRINCIPAL (Offg.)

Copy to:

1. The Registrar, University of Delhi, Delhi-10007.
2. The Delhi University Library System, University of Delhi, Delhi-10007.
3. College Website.
4. Office File.

PRINCIPAL (Offg.)

  
07/04/2023  
OK



**INDIRA GANDHI INSTITUTE OF PHYSICAL  
EDUCATION & SPORTS SCIENCES**  
B-Block, Vikaspuri, New Delhi-110 018

Application No. \_\_\_\_\_  
(To be filled by the Office)

**APPLICATION FORM**

Please paste self-  
attested passport  
size photograph  
here

Post applied for \_\_\_\_\_

Advertisement No./Date \_\_\_\_\_

1. Name (In Block Letter) Mr./Mrs./Miss. \_\_\_\_\_

2. Father's/Husband's Name \_\_\_\_\_

3. Date of Birth \_\_\_\_\_ Age (as on date) \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

4. Whether belongs to any Reserved Category: \_\_\_\_\_ (Yes / No)

If yes, name of the Category: \_\_\_\_\_ (OBC/SC/ST/PwBD(OH/VH/HH)  
(if yes please attach Certificate)

5. Nationality \_\_\_\_\_ Married/Unmarried \_\_\_\_\_ Sex \_\_\_\_\_

6. Postal Address \_\_\_\_\_

\_\_\_\_\_

Phone / Mob. No. \_\_\_\_\_ E-mail \_\_\_\_\_

7. Permanent Address \_\_\_\_\_

\_\_\_\_\_

8. (a) Post held at the time of sending the application, date of appointment:  
(Whether permanent, on probation or temporary)

\_\_\_\_\_

(b) Name of Present Employer \_\_\_\_\_



9. (a) Present Basic Pay, Grade Pay and Allowances (give details):

(b) Age of Retirement of the post presently held: \_\_\_\_\_

10. Minimum Basic Pay, Grade Pay acceptable (per months) Rs. \_\_\_\_\_

11. Educational/Professional/Technical Qualifications:

Examination Passed	Board/ University	Institution	Passing Year	Div.	%age
Ph.D. or equivalent					
NET					
SLET					
M.Phil. /M.Tech. equivalent					
Post Graduate					
Graduate					
12 <sup>th</sup>					
10 <sup>th</sup>					

12. (a) Experience, if any :

(Total number of years of work experience: \_\_\_\_\_ years).

Office in which worked / working	Designation Permanent/ Temporary	Period		Length of Service Subject		Salary/ Pay Scale
		From	To	Years	Months	






(b) Provide a complete list of publications with full bibliographic details, ISSN/ISBN number and impact factor of journals, if available (books authored/edited, chapter in books, research papers in journals, conference proceedings or book review or popular article in relevant area.

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(c) Provide a details of Research Projects undertaken (if any):

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13. Basic Computer Literacy and Awareness:

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14. (a) Academic awards/medals and distinctions: \_\_\_\_\_

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(b) Membership/Fellowship of Learned bodies/Societies: \_\_\_\_\_

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15. Name, Address, Phone numbers and Email IDs of three referees who are familiar with the applicant's academic work:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Notes:**

1. Self-attested photocopies of Certificate, Mark sheets, Testimonials etc. should be attached with the application and the originals must be produced at the time of interview and at the time of joining, if selected.
2. The applications shall be shortlisted by the Screening Committee as per the University guidelines to be called for interview before the Selection Committee.
3. Except where otherwise indicated, applicant appearing for interview shall do at their own expense.
4. Applications who are in employment should send their applications through Proper Channel.
5. On the recommendation of the Screening Committee, any eligible candidate may be called for interview by the College, even if he/she may not have applied for the post within the stipulated time.
6. Incomplete application will be rejected.
7. The application is liable to be rejected if received by the College after last date.
8. The college will not responsible for postal delays due to strike etc. outside the control of the College.
9. One passport size photograph should be pasted on the application form.
10. Please attach the Last Salary Certificate.
11. Attach additional sheets, if necessary.



## DECLARATION:

1. I \_\_\_\_\_ hereby declare that my position on deputation as \_\_\_\_\_ in Indira Gandhi Institute of Physical Education & Sports Sciences shall not derive any right to me to claim seniority in the said post in respect of the services rendered by me on deputation.
2. I am liable to be repatriated to my parent organization or any in accuracies in the details noted above or for contravention or any provisions in the rules/orders governing the deputation or any other administrative reasons.
3. That I am not due for promotion and shall not ask for pre-mature repatriation owing to DPC in parent department or for any other reasons.

Dated: \_\_\_\_\_

(Full Signature of applicant)

Place: \_\_\_\_\_

## List of Enclosure:

1. List of publications.
  2. NET Certificate.
  3. Education Certificates in ascending order from Graduation to Ph.D.
  4. X/XII Class Certificate indicating date of birth.
  5. Any other relevant documents.
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(for applicant in employment)

Forwarded with the remarks that the facts stated in this application have been verified and found correct. This organization/department has no objection in his/her applying for the post referred in the applications.

Head of the Department/Institution/Controlling Officer  
(with seal)

