

## SUPREME COURT OF INDIA

**F.6/Library/2014-SCA(I)**  
**New Delhi, dated April 15, 2014**

### ADVERTISEMENT

Applications are invited from candidates who fulfill the following qualifications and other eligibility conditions as on 1.4.2014 for selection of suitable candidates for appointment to the post of Chief Librarian, Supreme Court Library in the Pay Band of Rs.15600-39100/- with Grade Pay of Rs.7600/- plus other allowances as admissible under the rules in the Registry of the Supreme Court of India.

#### Essential Qualifications

1. A degree in Law of a University in India recognized by the Bar Council of India or by any State Bar Council for enrolment as an Avocate
2. Master's Degree in Library Science of a recognised University
3. Diploma in Computer Application recognised by AICTE/DOEACC or equivalent or Library Automation Course conducted by National Institute of Science Communication and Information Resources.
4. Knowledge of Computer application in Library work. It includes-(i) knowledge and experience of working with any standard '**Library Automation Software**' for **House keeping activities** in the library such as **cataloging, acquisition and circulation** etc. (ii) knowledge and experience of computerized search both of **on-line** and **off- line databases** including of retrieval of desired information through various search engines/processes and (iii) knowledge and experience of any **software** for developing **In-House databases** for documentation work.

#### Experience

Minimum 5 years experience as a Librarian in a Library of a recognized University/Govt. Department/Statutory Body/Public Sector Undertaking with knowledge of legal documentation and Bibliographical work.

#### Age

The candidates should not be more than 50 years of age as on 1.4.2014.

#### General Information

Candidates who fulfill the prescribed qualifications, experience, age requirement and other eligibility conditions as on 1.4.2014 should apply giving full particulars (Bio-data) as per the proforma enclosed supported by copies of all the relevant certificate and documents and a passport size photograph affixing in the application, all duly attested by a Gazetted Officer. Candidates who are already working in Government service should send their

application through proper channel. Applications not found as per prescribed proforma or not supported by duly attested documents or attested photograph will not be entertained. Candidates who do not fulfill the prescribed qualifications and other eligibility conditions need not apply.

Eligible candidates shall be called for a Computer Test to ascertain knowledge of Computer Application in Library work as mentioned above. Candidates who qualify in the Computer Test will be called for Interview and those who pass through the Computer Tests and Interview will be considered for selection.

Selected candidates will be appointed on probation for a period of two years in the first instance.

No TA/DA will be payable to the candidates for appearing in the Computer Test and Interview.

The application in a sealed cover indicating '**APPLICATION FOR THE POST OF CHIEF LIBRARIAN, SUPREME COURT LIBRARY**' thereon and addressed to Registrar (Admn.1), Supreme Court of India, Tilak Marg, New Delhi-110201 may be sent so as to reach him on or before 10.5.2014. Applications received after due date will not be entertained.

Sd/-  
(M.K.Hanjura)  
Registrar (Admn.1)



**APPLICATION FOR THE POST OF CHIEF LIBRARIAN  
IN SUPREME COURT OF INDIA**

Affix recent  
passport size photo  
duly attested by a  
Gazetted Officer

1.	Name	
2.	Father's/Husband's name	
3.	Date of birth	
4.	Age as on	
5.	(a) Correspondence address  (b) Telephone Number (c) E-mail address	
6.	Category (Gen/OBS/SC/ST)	
7.	Educational qualifications	
8.	<b><u>Details of computer related qualification:-</u></b>  (a) Diploma in computer application recognised by AICTE/DOEACC or equivalent.  or (b) Library Automation course conducted by National Institute of Science Communication and Information Resources (NISCIIR).	
9.	<b><u>Knowledge of Computer operation:-</u></b> (a) Knowledge and experience of working with any standard "Library Automation Software" for House keeping activities in the library such as cataloging, acquisition and circulation etc.  (b) Knowledge and experience of computerized search both of on-line and off-line databases including of retrieval of desired information through various search engines/processes.  (c) knowledge and experience of any software for developing In-House databases for documentation work.	
10.	Experience as a Librarian in a Library of a recognised University/Govt. Department/ Statutory Body/Public Sector Undertaking, with knowledge of legal documentation and Bibliographical work. (With period and duration)	
11.	Details of employments in chronological order in library of repute /law library  Office/ Institution/ Organisation      Post held      From      To      Scale of pay      Nature of duties	
12.	Any other information	

Place :

Date :

Signature of applicant

**Note: Attach all certificates duly attested by a Gazetted Officer in support of educational qualification/experience**