



F. No. A-41020/01/2017-Admn.I
Union Public Service Commission
(संघ लोक सेवा आयोग)
Dholpur House, Shahjahan Road,
New Delhi-110069.

Date: 03/03/2017

CIRCULAR

Sub: Engagement of Library Professionals on short term contract basis in the Office of Union Public Service Commission-reg.

The Union Public Service Commission invites applications from Library Professionals technically qualified in the field of Library Science having work experience in automated libraries or who have done Internship from reputed institutions and possess library management software knowledge initially for a period of six months or till further orders whichever is earlier, for the following posts:-

S. No.	Name of the Post	No. of Post to be filled up	Consolidated Monthly Emoluments
1.	Library & Information Assistant	01	24,000/-
2.	Library Clerk	02	15,550/-

2. The details including eligibility criteria, term of reference etc. of the above appointment are available on the website of the Commission i.e. www.upsc.gov.in.

3. Interested candidates, who fulfill the eligibility criteria, may submit their application in the prescribed proforma in sealed cover super-scribed "Application for engagement as Library & Information Assistant / Library Clerk on short-term contract basis in UPSC" which should reach this office latest by **20/03/2017**, at the following address:-

Suresh Kumar Nayak, Under Secretary (Admn),
R.No. 216/AB, Union Public Service Commission,
Dholpur House, Shahjahan Road,
New Delhi – 110069.

4. The shortlisted candidates, to be called for the Personal Talk will be intimated accordingly through email / mobile phone.

(Suresh Kumar Nayak)
Under Secretary UPSC (Admn)
Tel. No. 23381202

Copy to:-

1. Library & Information Officer of the Libraries as per list attached.
2. All Notice Boards of UPSC
3. Web Cell, UPSC with a request to upload the vacancy circular on the official website of the Commission.

ELIGIBILITY CRITERIA

S. No.	Name of the Post	No. of Post to be filled up	Consolidated Monthly Emoluments	Essential Qualification & Experience	Desirable
1.	Library & Information Assistant	01	24,000/-	<p>a. Bachelors Degree in Library Science or Library Information Science from a recognized University/ Institute; and</p> <p>b. Two years professional experience in a Library under Central/ State Govt./ Autonomous or Statutory Organization/ PSU/ University or Recognized Research or Educational Institution</p>	Diploma in Computer Application from a recognized University or Institute.
2.	Library Clerk	02	15,550/-	<p>a. 12th class or equivalent pass from a recognized Board or University; and</p> <p>b. Certificate in Library Science or equivalent from a recognized University or equivalent</p>	<p>a. Experience of working in a library of repute; and</p> <p>b. Having working knowledge of computer or application of computer in the day to day functioning of Library; and</p> <p>c. proficiency in typing @ 30 wpm in English or @ 25 wpm in Hindi</p>

LIST OF DUTIES:

The list of duties and responsibilities attached to the above mentioned posts, which are to be incorporated in the Vacancy Circular, are as under:

(A) Library information Assistant (LIA):

- (i) Maintain & update catalogues of the library using library management software.
- (ii) Searching of book through library management software.
- (iii) Assist in physical verification work.
- (iv) Provide reference & information services to library user.
- (v) Library membership and issue / return record of borrowers.
- (vi) In absence of Library Clerk he/ she will look after his work.
- (vii) Custody of library records & register issue return register & local magazine issue register etc.

- (viii) He /She will look after the issue /return counter during lunch hours on rotation basis.
- (ix) Acquisition of books and journals in the library management software.
- (x) All typing work of LIO/ALIO in his work.
- (xi) Documentation work
- (xii) Any other duties as may be assigned from time to time.

(B) Library Clerk 1

- (i) Issue / Return of library books/periodicals & maintain their records
- (ii) Generating barcode labels through LMS.
- (iii) In absence of Assistant he will look after the duties of Assistant (i.e. LIA).
- (iv) Stock verification of books.
- (v) Work related to weed out of books.
- (vi) Issue of N O C to the members and keeping the record of same.
- (vii) New library membership of library.
- (viii) He will look after the issue /return counter during lunch hours on rotation basis.
- (ix) Matter related to loss of books.
- (x) Documentation work
- (xi) Any other duties as may be assigned from time to time.

(C) Library Clerk 2

- (i) Timely distribution of newspapers/magazines to Hon'ble Members/Senior Officers and also look after the proper arrangement of books / news paper and new book in the library.
- (ii) Keeping the account of news paper/ magazines being supplied by the vendors.
- (iii) Supervision of binding works of the library.
- (iv) Daily Shelving of Books/Periodicals and News papers.
- (v) Issue return of books/ periodicals during absence of Asst/UDC.
- (vi) He/ She will supervise over all cleanliness work of the entire library being done by the housekeeping staff engaged for the library
- (vii) Attending library during extended hours /holidays on rotation basis.
- (viii) He will look after the issue /return counter during lunch hours on rotation basis.
- (ix) He/ she will maintain the Assistant Dairy.
- (x) Daily distribution of Newspapers/magazine being purchased for the various sections.
- (xi) Any other duties as may be assigned from time to time.

BIO-DATA PROFORMA

1. Post applied for
2. Name and postal address (in Block Letters) with Telephone no.
3. Date of Birth (in Christian Era)
4. Educational qualifications
(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)
5. Experience Details
6. Details of employment, in chronological order (Starting from entry). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

Office/ Organization	Post held with scale of pay	Period of service		Nature of appointment (regular/ ad-hoc/ STC)	Basic Pay (revised)			Nature of duties with Brief Details of works performed during the appointment
		from	to		Pay in PB	G.P.	Basic pay	
1	2	3	4	5	6	7	8	9

7. Nature of present employment, i.e. ad-hoc or temporary or permanent
8. Whether the present employment is under Central Government
9. Additional information, if any, which you would like to mention in support of your suitability for the post.
(Enclose a separate sheet if the space is insufficient)
10. Whether belongs to SC/ST

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I have read this document and ready to accept all the term & conditions for engagement on Short Term Contract basis.

Signature of the candidate
Full address

Tel. No.
Email ID

Date:
Place:

Terms & Conditions

1. Period of engagement

The engagement shall be initially for a period of six months or till further orders whichever is earlier. The engagement can be extended from time to time depending upon the performance of the professional or requirement of the Department with the approval of the Competent Authority.

2. Selection Procedure

The appointment will be purely on contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Professionals will be selected from shortlisted candidates. A Screening cum Selection Committee shall be constituted by the Department for this purpose.

3. Remuneration

The person so engaged will be paid the consolidated monthly fee as indicated in the Para 1 of the vacancy circular during the period of engagement. No other perquisites or allowances will be admissible other than the consolidated fee.

4. Scope of Duties

During the period of such engagement, the Consultants would be required to perform any work as indicated in Para 2 of the vacancy circular as well as any other work which is not listed but assigned to them by the concerned Branch Head in the UPSC Library.

5. Leave

The Consultant would not be entitled to any kind of regular leave. However, they would be entitled to Casual Leave of 8 days in a calendar year, to be calculated on pro-rata basis.

6. Office time and working hours

Engagement of Consultants would be on full time basis. Working hours shall be from 9.00 AM to 6.00 PM during working days including half an hour lunch break in between. They will not be allowed to take any other assignment during the period of contractual engagement. The Consultants may be called on Saturday/Sunday/other Gazetted holidays, if required.

7. Tax deduction at Source

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

8. Confidentiality of data and documents

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

9. Conflict of interest

The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office.

10. Termination of service

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 15 days. In case, a Consultant desires to leave the assignment, he/she is to give 15 day's notice which can be curtailed/extended depending upon the workload.

11. Guidelines for the submission of the application

The duly completed application in prescribed proforma should be submitted so as to reach the office on or before 20/03/2017. Any application received after the above deadline will not be entertained. The application should be submitted with the copies in support of educational qualification & experience.