



Ministry of Culture
Government of India



“Culture of Integrity for Nation's Prosperity”

दिल्ली पब्लिक लाइब्रेरी

(भारत सरकार का संगठन, संस्कृति मंत्रालय)

DELHI PUBLIC LIBRARY

(Govt. of India Organization, Ministry of Culture)

NOTICE FOR APPOINTMENT TO THE POST OF DIRECTOR GENERAL ON DEPUTATION (INCLUDING SHORT TERM CONTRACT)/ CONTRACT BASIS

Applications are invited for appointment to the post of Director General in Delhi Public Library in Level – 14 in the pay matrix (Rs. 144200-218200) on Deputation (including Short-term Contract)/Contract basis.

- The particulars regarding the post are available on Library's website www.dpl.gov.in.
- DPL reserves the right to cancel/suspend/revise the process to fill up any post without assigning any reason. The decision of DPL shall be final and no appeal shall be entertained in that regard.
- No TA/DA will be paid for appearing before Departmental Promotion Committee.

The complete applications by the eligible officers may be sent to **Library & Information Officer, Delhi Public Library, Dr. Shyama Prasad Mukherjee Marg, Opp. Old Delhi Railway Station, Delhi – 110 006** through proper channel **within 30 days** of publication of the advertisement in the Employment News/ Rozgar Samachar.

Details of Advertisement are available on Library's website:

www.dpl.gov.in

Library & Information Officer (Admn.)

डॉ. श्यामा प्रसाद मुखर्जी मार्ग, पुरानी दिल्ली रेलवे स्टेशन के सामने, दिल्ली-110006
Dr. Shyama Prasad Mukherjee Marg, Opp. Old Delhi Railway Station, Delhi-110006
Ph: (Control Room) 23951116 Other No. 23979297, 23992315, 23962682
Website: www.dpl.gov.in; Email: delhipubliclibrary@gmail.com; dpl@dpl.gov.in
@librarydplvv @delhipubliclibrary @delhipubliclibrary

DELHI PUBLIC LIBRARY

(An autonomous body under Ministry of Culture, Government of India)

Dr. Shyama Prasad Mukherjee Marg, Delhi-110006

Delhi Public Library (DPL) established in 1951 with over 32 service points and having Sanctioned strength 274 staff, is the largest public library network in the country. The DPL system is managed by the Delhi Library Board (DLB) as an autonomous organization under the Ministry of Culture, Government of India. The DPL is looking for an officer for the post of "**Director General**" in the Pay matrix Level-14 (Rs. 144200 - 218200) on deputation (including Short term contract)/contract basis in Delhi Public Library.

According to the RRs for the post of DG, DPL, the eligibility criteria etc. is as follows-

Classification	Old Pay Band & Scale	7th CPC Pay Matrix Level & Pay scale	Method of Recruitment whether by direct recruitment or by promotion or by deputation/absorption
Group 'A'	Pay Band-4 (Rs. 37400-67000) GP: Rs. 10000/-	Pay matrix Level - 14 (Rs. 144200 - 218200)	Deputation (including Short Term Contract)/contract

Eligibility Criteria:

I. Deputation (including Short-Term Contract):

Officers of the Central /State Govt./Union Territories/ or Autonomous or Statutory Bodies or Public Sector Undertakings or Universities or recognized Research or Educational Institutes:

- i) Holding analogous posts on a regular basis in the parent cadre or Department; OR
- ii) With three years' service in the Grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 37400 - 67000/- + Rs. 8700 G.P. or equivalent in the parent cadre/department.

Having qualifications and experience mentioned below :

Essential:

- i) Master's Degree from a recognized university or Institute;
- ii) Master's Degree in Lib. & Information Science from a recognized University or Institute;

Experience:

At least fifteen years experience in middle and senior management positions in any organization(s), out of which at least seven years experience of Administration, Establishment and Financial Management in Central or State Government or UTs or Autonomous or Statutory Bodies or Public Sector Undertakings or Universities or recognized Research or Educational Institutes.

Note:

1. The period of deputation (including Short Term Contract) shall not exceed 3 years.
2. The age limit for deputation (including Short Term Contract) shall not exceed 56 years.
3. The crucial date for determining the age limit shall be the closing date for receipt of applications from the candidates.

II. Contract: Persons possessing the qualifications and experience specified in I above for appointment by deputation (including short term).

Note 1: The maximum age limit for appointment on contract basis shall not exceed sixty seven years as on the closing date for receipt of applications.

Note 2: Appointment on contract basis shall be for a period of three years and may be extended subject to satisfactory performance and maximum age limit of seventy years.

Note 3: In case of appointment on contract basis, the terms and conditions of service of the incumbent of the post shall be as applicable to a Group 'A' Officer of the Central Government holding analogous post.

III. Job Specification:

- The post of Director General is required to work as HoD of the DPL and Secretary of DLB. He enjoys various administrative and financial powers as the HoD as per DFPR, and to be delegated by the Chairman, DLB.
- It is a very senior post which is at number 2 in the hierarchy after the Chairman in the DPL and above the Sr. Library & Information Officer.
- He will be responsible to assist Chairman in handling day to day work of the DPL.
- He will be required to formulate strategic planning to provide high level of library services including technology application in the area of information services and knowledge management.
- The post of Director General is a key post in implementation of the framework and action plans approved by the Delhi Library Board.
- He will be responsible for Implementation of decisions of the DLB.
- Responsible for performing, supervising/controlling/monitoring the activities of the Library presently 32 library units across the city of Delhi and coordinating the work of the officers all levels and staff strength of about 274.
- Planning and implementing new techniques and technologies and providing guidance to the Library Officers and staff.
- Responsible for performing and supervising all professional and technical work relating to books, periodicals, electronic data basis and other formats of documents: collection development, reference, documentation and information services, information literacy and competency programs, stock rectification and stock verifications; maintenance of stacks, binding work; maintenance of library building and user facilities.

- To initiate Networking with organizations of relevance to DPL's aims and objectives to build useful partnership.
- Responsible for setting annual targets for various services offered by DPL and closely monitoring performance of identified service points.
- Responsible for preparation of staff development plans and their implementation.
- Assisting Delhi Library Board, and the Chairman, DLB in convening meetings of the Delhi Library Board, Ministry of Culture, etc and preparing agenda and minutes thereof.
- Any other duties as assigned by the Chairman, DLB from time to time.

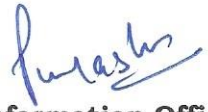
IV. Applications of eligible and willing Eligible candidates may be forwarded through proper channel to **Library & Information Officer, Delhi Public Library, Dr. Shyama Prasad Mukherjee Marg, Delhi - 110 006** within 30 days from the date of publication of advertisement for this post in the 'Employment News' for consideration for appointment on deputation (including short term)/ contract basis.

V. While forwarding the application, the following documents may also be sent alongwith the application;

- a) A certificate to the effect that the concerned forwarding/parent department/Ministry has no objection to the appointment of the applicant to the post applied for in Delhi Public Library on promotion/deputation (including short term)/ contract basis.
- b) Attested copies of the APARs of the applicant for the last five years.
- c) Integrity certificate.
- d) Vigilance Clearance duly signed by the authorized officer of the appropriate status.
- e) Details of penalties imposed, if any, during the last 10 years.
- f) Supporting documents regarding qualification & experience as indicating pay scale of the post held by him/her

VI. No applications will be entertained if placed without routing through proper channel and without accompanied above documents.

The candidates who apply for a post will not be allowed to withdraw their candidature subsequently.


(Library & Information Officer)
Delhi Public Library

पूजा शर्मा / POOJA SHARMA
उ. एवं सू. अधि. / L.I.O.
दिल्ली पब्लिक लाइब्रेरी / Delhi Public Library
संस्कृति विभाग, नया रास्ता / M/o Culture, Govt. of India
डॉ. एच.पी. मुखर्जी मार्ग / Dr. S.P. Mukherjee Marg
दिल्ली-110006 / Delhi-110006

APPLICATION FOR THE POST OF "DIRECTOR GENERAL

**Affix recent
passport
size
Photograph**

[illegible]

12.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is sufficient					
	Post held	Department	From	To	Pay band, basic pay with grade pay	Nature of duties
13.	Additional information, if any, which you would like to mention in support of your suitability for the post					
14.	Contact Details:			Telephone No. : Mobile No. : Email :		
15.	Remarks : The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards / Scholarship / Official Appreciation (iii) Affiliation with the professional bodies / institutions / societies and (iv) any other information (Not : Enclose a separate sheet if the space is insufficient)					

I have carefully gone through the vacancy circular / advertisement and I meet the requirement of the post. I undertake the information furnished by me is correct to the best of my knowledge and belief and duly supported by documents.

Signature of the Candidate:

Address :

Date:

Counter signed _____
(Forwarding Officer/HOO)

Endorsement from the present employer

Forwarded with the remarks that the facts stated in the above application have been verified and found correct and this Institution/ Organization has no objection to the candidature of the applicant being considered for the post applied for. Following documents are sent herewith:-

- A certificate to the effect that the concerned forwarding/parent department/Ministry has no objection to the appointment of the applicant to the post applied for in Delhi Public Library on promotion/deputation (including short term contract basis.
- Attested copies of the APARs of the applicant for the last five years.
- Integrity certificate.
- Vigilance Clearance duly signed by the authorized officer of the appropriate status.
- Details of penalties imposed, if any, during the last 10 years.
- Supporting documents regarding qualification & experience as indicating pay scale of the post held by him/her

The candidates who apply for the post will not be allowed to withdraw by candidature subsequently.

Name of Head of Institution _____

Designation _____

Signature & Seal of the Head of Institution _____