



F. No. A-41020/1/2016-Admn.V
संघ लोक सेवा आयोग
Union Public Service Commission
Dholpur House, Shahjahan Road,

New Delhi-110069
Date: 10.09.2018

CIRCULAR

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

Applications (in the enclosed proforma) are invited from the eligible candidates to fill up 02 vacancies of Library Attendant on Short-Term Contract basis in the office of Union Public Service Commission(UPSC) for a period of 06 months or till further orders whichever is earlier.

2. Eligibility Conditions & Qualifications:

S. No.	Name of the Post	No. of Post	Age Limit	Consolidated Monthly Emoluments	Essential Qualification & Experience	Desirable Qualification
1.	Library Attendant	02	Between 18 and 25 years (The crucial date for determining the age limit shall be the closing date for the receipt of applications)	18,000/-	a. Matriculation or equivalent from a recognized Board; and b. Having one year work experience from Central or State Government Library, University or recognized research institutes; or Certificate in Library Science/Librarianship from recognized Institution	Working knowledge of Computer

2. List of Duties and responsibilities attached to the post of Library Attendant:-

- i. Acquisition of books
- ii. Shelving of books
- iii. Compilation of Bibliography
- iv. Newspaper Clippings
- v. Collecting books on Inter-Library Loan from other Libraries
- vi. Searching of books through Library Management Software
- vii. Fixing of the bar code label in the books/non book materials
- viii. Photocopying
- ix. Daily distribution of Magazines/Newspapers
- x. Helping in weeding out of books
- xi. Any other work assigned by Senior Officers

Contd/-

3. Application only in the prescribed proforma (Annexure-I) of the eligible candidates along with the copies of requisite documents in support of their claim regarding Age, Educational Qualification, Experience may be forwarded to **Sh. Sanjay Kumar Gupta, Under Secretary (Admn.), Room No. 216, 2nd Floor, Annex Building, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069, within 15 days of uploading of this circular on the official website of Union Public Service Commission.** Applications received without the requisite certificates and necessary documents will not be entertained.

Note: The Commission reserves the right to restrict the number of candidates to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement. Mere fulfilling the essential and desirable qualifications will not entitle an applicant for consideration for engagement.

(Gopal)
Under Secretary (Admn.)
Union Public Service Commission
Tel. No. 011-23382464

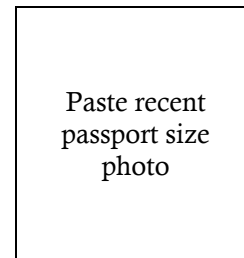
Copy forwarded to:-

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

PROFORMA FOR APPLICATION

APPLICATION FOR THE POST OF LIBRARY ATTENDANT ON SHORT TERM CONTRACT BASIS

To,
 The Secretary,
 Union Public Service Commission
 Dholpur House, Shahjahan Road
 New Delhi-110069



- (a) Name (in BLOCK CAPITAL LETTERS) :
- (b) Date of Birth (In words & Figures) :
- (c) Father's/Husband's Name :
- (d) Educational Qualification :
- (i) Do you possess qualification of matriculation from a recognized board? Yes No
 If yes, enclose copy of the Certificate.
- (ii) Do you possess one year work experience from Central or State Government Library or University or recognised Research Institute? Yes No
 If yes, enclose copy of the Proof/Certificate
- (iii) Do you possess Certificate in Library Science/Librarianship from a recognised Institution? Yes No
 If yes, enclose copy of the Certificate
- (iv) Details of Experience, if any:.....

S No.	Name of Employer	Post Held	Period of Employment		Whether Permanent/ Officiating/Temporary, Casual Labourer	Reasons for Leaving
			From	To		

* Seperate Sheet may be used in case the Space provided is less.

- (e) Additional Information, if any :
- (f) Address for Correspondence and :
 Phone Number :
- (g) List of attested copies of Certificate enclosed: (i).....
 (ii).....
 (iii).....

Certified that the above information/particulars furnished are true to the best of my knowledge and belief. In case any information is found to be false/doubtful before or after selection, my candidature is liable to be cancelled.

Dated:

Signature of the applicant

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 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 9.30 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 07 days. In case, a Consultant desires to leave the assignment, he/she is to give 07 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 **24.09.2018**. 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.