SUPREME COURT OF INDIA New Delhi

No. F.6/2023-SC (RC) New Delhi, dated 06.03.2023

Recruitment of Director (Library)

Applications are invited from candidates who fulfil the following qualifications and other eligibility conditions as on 01.03.2023 for appointment to the post of Director (Library) for the Supreme Court in Level 13 of the Pay Matrix with initial Basic Pay of Rs.1,23,100/- plus other allowances as admissible under the rules.

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 Advocate.
- 2. Master's Degree in Library Science of a recognized University.
- 3. Diploma in Computer Application recognized by AICTE/DOEACC or equivalent or Library Automation Course conducted by National Institute of Science Communication and Information Resources.
- 4. Knowledge of computer operation. 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.

Specialized knowledge in:

- (i) Conducting research work regarding legal matters,
- (ii) Documentation work,
- (iii) Preparing of bibliography of cases,
- (iv) Examination and dissemination of legal articles published in various law journals.

Experience:

Minimum 4 years experience as Chief Librarian or in an equivalent post (in Level 12 of Pay Matrix) in any prestigious library preferably a Law Library;

OR

Minimum 7 years composite experience with atleaset 2 years experience as Chief Librarian or in an equivalent post (in Level 12 of Pay Matrix) and as Librarian (in Level 11 of the Pay Matrix) or in an equivalent post in any prestigious Library preferably a Law Library.

Age requirement

Candidates should not be less than 40 years of age as on 01.03.2023

General Information

Candidates who fulfil the prescribed qualifications, experience, age requirement and other eligibility conditions as on 01.03.2023 should apply giving full particulars including date of birth, educational qualifications, specialized knowledge and experience supported by self-attested copies of all the relevant certificates and a passport size photograph. Candidates already in service should submit their application through proper channel only.

The suitability of the candidates will be determined on the basis of their performance in Computer Test and Interview.

The Registry reserves its right to short-list applicants in any manner as may be considered appropriate with the approval of Competent Authority. The Registry also reserves its right to modify, alter or change the method of selection at any point of time to suit its requirement.

The eligible candidates will have to appear for a Computer Test followed by an Interview before the Interview Board. No TA/DA will be payable to the candidates for appearing in the Computer Test and Interview.

The applications should reach the Branch Officer (Recruitment Cell), Supreme Court of India, Tilak Marg, New Delhi -110001 latest by **31.03.2023** the Registry will not be responsible for any postal loss or delay. Applications received after due date will not be entertained.

Branch Officer [Recruitment]

<u>APPLICATION FOR THE POST OF</u> <u>DIRECTOR (LIBRARY) IN SUPREME COURT OF INDIA</u>

Affix self-attested recent passport size photograph

1.	Name of applicant (IN BLOCK LETTERS)	
2.	Father's/Husband's name	
3.	Date of Birth	
4.	Age as on 01.03.2023	
5.	(a) Correspondence Address	
	(b) Contact Number	
	(c) E-mail address	
6.	Category (Gen/OBC/SC/ST)	
7.	Are you an Ex-servicemen ? (Write Yes or No)	
8.	Are you Physically Handicapped ? (Write Yes or No)	
9.	Educational Qualification	
10.	Details of computer related qualification:- (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 (NISCAIR)	

11.	Knowledge of Computer oper (a) Knowledge and experient standard "Library Automat keeping activities in the libracquisition and circulation (b) Knowledge and experient both of on-line and off-line retrieval of desired information engines/processes. (c) Knowledge and experient developing In-House databases.	nce of working with a ion Software" for Hororary such as catalogic etc. ce of computerized searce databases including on through various searce of any software	use ng, rch of rch for	
12.	Experience as a Chief Librar (in Level 12 of Pay Matrix) preferably Law Library (with period and duration)			
13.	Composite experience very experience as Chief Library post (in Level 12 of Pay Market In Level 11 of the Pay Market In any prestigious Library (with period and dur	rian or in an equivale Matrix) and as Librari atrix) or in an equivale brary preferably a La	ian ent	
14.	Details of employment in chr Office/ Post held Institution/ Organisation	onological order in Lib From To	rary/University/Legal Department Scale of Pay Nature of duties (Pay Matrix)	
15.	Criminal History (if any) FIR No:	Police Station	Status:	
16	Any other information			

Place:

Date:

Signature of applicant

Note: Attach self-attested copies of certificates in support of educational qualification/experience etc. as shown in the columns of the Application.