



dpl

DELHI PUBLIC LIBRARY
(An Autonomous Body under Ministry of Culture)

S.P. Mukherjee Marg,
Delhi – 110 006

**NOTICE FOR APPOINTMENT TO THE POST OF MULTI TASKING
STAFF (LIBRARY)**

Applications are invited for filling up of **22 posts (4 posts are reserved for SC, 13 posts for OBC (2 post for Ex.servicemen and 01 (one) for Handicapped) and 5 posts are for Unreserved Category) of MTS (LIB.) in DPL** in the pay band PB-1 Rs. 5200-20200 + Grade Pay Rs. 1800 **BY DIRECT RECRUITMENT.**

Qualification: I. Sr. Secondary or equivalent from a recognized Board/Institute.
II. Certificate/Diploma in Library & Information Science.

Age: The age limit of Direct Recruitment shall be 25 yrs. However, age relaxation will be governed by the Govt. of India Rules.

The applications complete in all respects should be sent to **Dy. Director (Admn), Delhi Public Library, S.P. Mukherjee Marg, Delhi -110 006** so as to reach within a period of 60 days from the date of publication of the notification in Employment News.

Details of Advertisement are available on Library's website
www.dpl.gov.in

DELHI PUBLIC LIBRARY

(an autonomous body under Ministry of Culture, Government of India)
S.P. Mukherjee Marg, Delhi-110006

Delhi Public Library (DPL) established in 1951 with over 62 Mobile service points and employing about 188 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. It is proposed to be fill up **22 posts (4 posts are reserved for SC, 13 posts for OBC (2 post for Ex-servicemen and 01 for Handicapped) and 5 posts are Unreserved Category) of "Multi-Tasking Staff (Library) (MTS (Lib.))"** in the Pay Band PB-1 Rs. 5200-20200 + Grade Pay Rs. 1800/- **BY DIRECT RECRUITMENT** in Delhi Public Library as Essential Qualification and Job Specification indicated below :

1. Qualifications

Essential :

- i) Senior Secondary or equivalent from a recognized Board/Institute.
 - ii) Certificate/Diploma in Library and Information Science.
2. The age limit for DIRECT RECRUITMENT shall be 25 years. However, age relaxation will be governed by the Govt. of India Rules.
3. The crucial date for determining the age limit shall be the closing date for receipt of applications from the candidates.

4. Job Specification :

- a. Multi-Tasking Staff (Library) (MTS. Lib.) perform duties under the direction of Senior Officers.
- b. Dusting and cleaning of books, etc.
- c. Arrangement of books in shelves.
- d. Check post duties and other miscellaneous duties.
- e. Maintenance of current files.
- f. Docketing of letters.
- g. Keeping of files of various sections in the Record Room.
- h. Duplicating, Scanning and Xeroxing work, etc.

Eligible candidates may send their applications alongwith self-attested supporting documents viz. qualification and experience etc. as required above to **Dy. Director (Administration), Delhi Public Library, S.P. Mukherjee Marg, Delhi - 110 006** within 60 days from the date of publication of advertisement for the post in the **'Employment News'** for consideration for appointment.

Dy. Director (Admn.)
Delhi Public Library

Application for the post of "MULTI-TASKING STAFF (Library) (MTS(ILib.))"

Affix recent
passport size
Photograph

1. Full name of the applicant (in block letters) :
2. Father's / Mother's/Husband's name :
(in block letters)
3. Date of Birth (in Christian Era) :
4. Educational Qualification :

Name of Examination passed	Board /University	Name of Institute	Year of passing	% of Marks /Div. Obtained	Subjects taken

5. 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.
6. Whether belongs to SC/ST/OBC
7. Address for communication including email address and mobile number
8. Permanent address
9. Nationality

DECLARATION

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false, incorrect or ineligibility being detected before or after the test/interview, my candidature will stand automatically cancelled.

Date: _____

Signature of Applicant