

**SUPREME COURT OF INDIA**  
**New Delhi**

**No. F6/2018-SCA (I)**  
**New Delhi, dated 17th November, 2018**

**Subject : Filling up of the post of Director (Library)**

Applications are invited from candidates who fulfill the following qualifications and other eligibility conditions as on 1-10-2018 for appointment to the ex-cadre post of Director (Library) placed 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 cataloguing, 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 5 years experience as Chief Librarian or in an equivalent post in any prestigious library preferably Law Library;

OR

Minimum 5 years experience as a Reader (Law)/Senior Research Officer in a University/Legal Department.

### **Age requirement**

Candidates should not be less than 45 years of age as on 1.10.2018.

### **General Information**

Candidates who fulfill the prescribed qualifications, experience, age requirement and other eligibility conditions as on 1-10-2018 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 **Registrar, Supreme Court of India, Tilak Marg, New Delhi -110201 latest by 5.00 P.M. on 12-12-2018.** The Registry will not be responsible for any postal loss or delay. Applications received after due date will not be entertained.

**[Deepak Jain]**  
**Registrar (Admn.)**

**APPLICATION FOR THE EX-CADRE POST OF  
DIRECTOR (LIBRARY) IN SUPREME COURT OF INDIA**



|    |  |  |
|----|--|--|
| 1. | Name of applicant<br>(IN BLOCK LETTERS)  |  |
| 2. | Father's/Husband's name  |  |
| 3. | Date of Birth  |  |
| 4. | Age as on 1.10.2018  |  |
| 5. | (a) Correspondence Address   |  |
|    | (b) Contact Number   |  |
|    | (c) E-mail address   |  |
| 6. | Educational Qualification  |  |
| 7. | Details of computer related qualification:-<br>(a) Diploma in Computer Application recognised<br>by AICTE/DOEACC or equivalent<br><br>OR<br><br>(b) Library Automation Course conducted by<br>National Institute of Science Communication and<br>Information Resources (NISCAIR) |  |
|    | 8.   | Knowledge of Computer operation:-<br>(a) Knowledge and experience of working with<br>any standard " <b>Library Automation Software</b> "<br>for <b>House keeping activities</b> in the library such<br>as <b>cataloguing, acquisition and circulation</b><br>etc.<br>(b) Knowledge and experience of computerized<br>search both of <b>on-line</b> and <b>off-line databases</b><br>including of retrieval of desired information<br>through various search engines/processes. |

|     |  |           |      |    |              |                  |
|-----|--|-----------|------|----|--------------|------------------|
|     | (c) Knowledge and experience of any <b>software</b> for developing <b>In-House databases</b> for documentation work.                                       |           |      |    |              |                  |
| 9.  | Experience as a Chief Librarian or in an equivalent post (with its pay scale) in any prestigious library preferably Law Library (with period and duration) |           |      |    |              |                  |
| 10. | Experience as a Reader (Law)/ Senior Research Officer (with its pay scale) in a University/Legal Department (with period and duration)                     |           |      |    |              |                  |
| 11. | Details of employment in chronological order in Library/University/Legal Department  |           |      |    |              |                  |
|     | Office/<br>Institution/<br>Organisation  | Post held | From | To | Scale of Pay | Nature of duties |
|     |  |           |      |    |              |                  |
| 12. | 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.**