

Jiwaji University, Gwalior

(Accredited A++ By NAAC)

No.F/Admn/Estt./2025/9271

Date: 07/01/2025

EMPLOYMENT NOTICE

Jiwaji University, Gwalior invites applications from eligible candidates for the regular posts of Non Teaching Librarian (Academic Pay level 14 as per 7th CPC). Assistant Librarian (Academic pay level 10 as per 7th CPC) as per following details.

Non Teaching Post

S.No.	Name of Post	Total Post	Post Categories
1	Librarian	01	UR
2	Assistant Librarian	01	UR

MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF UNIVERSITY ASSISTANT LIBRARIAN AND UNIVERSITY LIBRARIAN

I. UNIVERSITY ASSISTANT LIBRARIAN (MINIMUM QUALIFICATIONS)

- i) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point –scale, wherever the grading system is followed)
- ii) A consistently good academic record, with knowledge of computerization of a library.
- iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfilment of the following conditions:-

- a) The Ph.D. degree of the candidate has been awarded in the regular mode
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored /funded/supported by the UGC/ICSSR/CSIR or any similar agency.

Note:

- (i) The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.
- (ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

2. UNIVERSITY LIBRARIAN (MINIMUM QUALIFICATIONS)

- i) A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point -scale wherever the grading system is followed.
- ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian.
- iii) Evidence of innovative library services, including the integration of ICT in a library.
- iv) A Ph.D. Degree in library science/information science/documentation /archives and manuscript-keeping.

Terms and conditions

1. Reservation for women and Divyang candidates shall be as per MP govt. rules.
2. The prescribed format of application and other required materials may be downloaded from Jiwaji University, Gwalior, www.jiwaji.edu. In A-4 size paper.
3. Benefit of reservation/fee relaxation and other related relaxation can only be availed by candidates of MP domicile up on submission of caste, domicile, income (In case of non creamy layer), Divyang certificate issued by competent authority of Govt. of MP.
4. The prescribed application fee is Rs 1000/- for UR and for SC/ST/OBC applicants application fee is Rs 500/- (MP domicile on submission of supporting Certificate. SC/ST/OBC applicants of other states shall be treated as UR as per University/Govt. of MP rules.)
5. a. The prescribed applications fee shall be paid through DD only in favor of "**Registrar, Jiwaji University, Gwalior (M.P.)**" The DD of applications fee deposit should be attached with application form Fee once paid shall not be refunded in any circumstances.
b. Divyang (D) candidates are fully exempted from payment of the prescribed fees on submission of relevant Disability Certificate issued by the competent authority.
c. In case the applicant wants to claim benefits under the Divyang (D) category, the applicant's relevant disability should not be less than 40 percent. Proof to this effect in the form of a valid Disability Certificate must be attached with the application.
6. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications and Academic/Research scores, furnished with clarity, as laid down in the advertisement.

7. Applications should be supported by good quality photocopies of relevant documents (self-attested) in all respects. Claims of educational qualifications should be supported by Certificates/mark sheets. Applications not supported by documents shall be summarily rejected. All the attachments should be numbered and cross referenced in the application form in the relevant Annexures.
8. The crucial date for reckoning possession of educational and other qualifications, possession of required experience, etc. is the last date of submission of application i.e. 11/02/2025. University shall not be responsible for any postal delay in case of receipt of application form.
9. Application after the last date, incomplete in any respect and any fresh paper/enclosures after the closing date, shall not be considered.
10. Candidate already in service should submit their application through Proper Channel. While an advance copy may be sent directly, a No Objection Certificate (NOC) or duly forwarded application should be produced at the time of interview.
11. Any change in the correspondence address, mobile/telephone no. and email address shall be communicated to the University, in writing to Registrar, Jiwaji University, Gwalior.
12. The University shall verify the antecedents or document submitted by a candidate, at any time, at the time of appointment or during the tenure of service. In case of fake documents, clandestine antecedents or suppression of information, services in the University shall be terminated.
13. The University reserves the right not to fill any of the post(s). There may be an increase or decrease in the number of posts advertised.
14. Separate application (along with application fee) should be filled for each post applied for.
15. Applicants awarded degrees by foreign Universities are required to submit Equivalence Certificate issued by Association of Indian Universities, New Delhi. The University reserves the right to require Equivalence Certificate for various degrees from any of the applicant.
16. Relaxations and concessions shall apply as per MP Govt./UGC norms.
17. The completeness of the submitted application is the sole responsibility of the applicant. Applicants are advised to send their applications well in advance and take into account possible delay due to pandemic situation. The University shall not be responsible for any delay/loss due to postal or technical reasons.
18. In case any inadvertent mistake in the advertisement and in the process of selection, which may be detected at any stage, even after issue of appointment, the University reserves the right to modify/withdraw/cancel any communication made to the candidate.
19. On any matters related to the current advertisement and in the subsequent process of selection, any decision or interpretation of Vice-Chancellor, Jiwaji University, Gwalior shall be final.
20. Canvassing directly or indirectly at any stages of the recruitment processes will lead to disqualification.
21. TA shall be paid to outstation SC/ST candidates of MP domicile for attending interview as per M.P. Govt. Norms. However, SC/ST candidate serving in Govt./Semi Govt./autonomous bodies shall not be paid TA.
22. Experience Certificate: All claims of experience shall be supported by an Experience Certificate which is clear and complete in all respects.
 - a. The experience certificate shall be in proper format i.e., it shall bear the organization's letter-head, bear the date of issue, specific period of work, name and designation of issuing authority along with signature and official seal.
 - b. Appointment letter and such other documents issued at the initial stage of appointment/engagement i.e., before completion of the experience under consideration shall not be accepted as valid proof of the period or work.
 - c. The University will consider only regular/permanent experience at the level of Librarian/Assistant Librarian for the post of Associate Professor/Professor.
 - d. The decision of University in any matters related to teachings/research/post-doctoral/professional experience shall be final.

23. Any type of corrigendum/addendum/amendments/notice/updation etc. related to this advertisement shall be uploaded on University website www.jiwaji.edu only. The University will not be responsible for invalid/wrong email ID and Mobile No. mentioned by the candidates. Therefore, it is the responsibility of the candidate to mention correct contact details and regularly check their e-mail, SMS and Jiwaji University, Gwalior website www.jiwaji.edu for updates.
24. Whoever has more than two children after the dated 26/01/2001, will be not eligible for the appointment. The separate affidavit will be submitted for the information of children.
25. Last date of receipt of complete application is 11/02/2025
26. The application may be submitted to the Registrar, Jiwaji University, Gwalior (M.P.) – 474011. Applications should be sent only by speed post/Registered post. Application shall not be accepted by hand/Courier in any case. Candidates must super-scribe the post applied for on the envelope.
27. Jurisdiction for all disputes will be Gwalior.

Jiwaji University, Gwalior

Application for the post of Librarian/Assistant Librarian

Advertisement No. _____, dated _____

1. Personal Details:

Name of Applicant: _____
(In capital letters)

Gender: _____

Nationality: _____

Date of Birth: _____

Marital Status: _____

Category: _____

Father Name: _____

Mother Name: _____

Religion: _____

PAN/Aadhaar/DL/Voter ID: _____

Employee of this University (Yes/No)

Address for Correspondence:

Permanent Address:

Mobile No: _____ Email ID: _____

2. Education

Academic Qualification (Matriculation till post-graduation)

Examination	Name of Board/University	Year of Passing	% of marks obtained	Div./Grade	Subjects

Research Degree (s)

Degree	Title	Date of Award	University
M.Phil.			
Ph.D.			
Any Other			

Exam(s) conducted by UGC, CSIR or a similar test accredited by UGC

Degree	Title	Date of Result	Institution
NET/JRF			
SLET/SET			
Any Other			

3. Relevant Work Experience (starting from current)

Name of Organization	Designation	Pay level (as per 7 th CPC)/Equivalent	Type of employment	From	To	Experience (in years)

4. Research

Research papers/Review Articles/conference proceedings (In related areas only), If any

Publication type	Title of the paper	Journal name/Conference	ISSN/ISBN no.	Volume & Issue no.	Authorship (Sole/Co-Author)	Year	Impact factor, if any	UGC-CARE/Scopus indexed

Research Publications – Books, Chapters, Edited Work, Articles, etc (in related areas only), if any

Publication type	Title	ISSN/ISBN no.	Refereed	Author/Co-author	Publisher (City/Country)	Year

Research Projects, if any

Title	Major/Minor	Period (months)	Total grant/funding received (Rs.)	Name of sponsoring/funding agency	Outcome of the project

5. Other Information

Time required for joining (in days)? _____

Evidence of innovative library services, including the integration of ICT in a library (enclose evidence) (Mandatory)

What makes you suitable for the post you have applied?

Honours and Awards (if any)

Any other information: (please enclose the documentary evidence for your claim)

List of Enclosures:

Declaration

I, _____ son/daughter of _____ hereby declare that all the statements and entries 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 or incorrect or ineligibility being detected before or after the Selection Committee and Executive Council meetings, my candidature/appointment may be cancelled by the University.

Place: _____

Signature of the applicant _____

Date: _____

Endorsement by the Employer

(The endorsement below is to be signed and forwarded by the competent Authority in the case of the in-service candidate whether in permanent/Temporary/contractual/Ad-hoc/Guest/Other capacity)

Forwarded to the Jiwaji University, Gwalior.

The applicant Dr./Mr./Mrs/Ms. _____, who has submitted this application for the post of Jiwaji University, Gwalior has been working in this organization namely _____ in the post of _____ in a temporary/contract/permanent capacity with effect from _____ in the Scale of Pay/contractual for Rs. _____. He/She is drawing a basic pay or consolidated of Rs. _____. His/Her next increment is due on _____.

Further, it is certified on disciplinary/vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his/her application being considered by the Jiwaji University, Gwalior.

(Signature of the forwarding officer)

Name: _____

Designation: _____

Seal: _____

Place:

Date: