



From : THE REGISTRAR

Lr.No.1529/MII/2016

Dt: 17-04-2017

To

All the Registrars of all Universities in A.P.,
The Principals of all Government Medical / Dental Colleges in A.P.,

Sir / Madam,

Sub:- Dr. NTRUHS: ADMIN: - Filling up the post of Asst. Librarian in
Dr. NTR University of Health Sciences, Vijayawada – On
deputation basis - Reg.

Ref:- Orders of the Vice-Chancellor, dated 12.04.2017.

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I am by direction to invite applications from eligible and suitable candidates for filling up of (1) one post Asst. Librarian, University service non teaching post in the pay scale of ₹ 22460 – 66330 (RPS 2015) in Dr. NTR University of Health Sciences, Vijayawada on deputation basis. Details of the eligibility conditions etc are given in the **Annexure – I**.

Applications of only such candidates will be considered as are routed through proper channel and are accompanied with Bio-Data (in triplicate) as in the proforma **Annexure – II**.

It is, therefore, requested that the applications of suitable an eligible candidates for the post may please be sent to Dr. NTR University of Health Sciences, Vijayawada – 520 008 A.P. within **30 days** from the date of issue of the circular. Unsigned / incomplete applications, not submitted through proper channel or those received after the last date, shall not be considered.

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It is requested that wide publicity may be given to this vacancy circular and the vacancy may please be circulated among all the Universities and Government Medical / Dental Colleges in the State of Andhra Pradesh.

Encl: as above

Yours Faithfully,


REGISTRAR 3/4

Copy to PS to VC / PA to Registrar, Dr. NTR UHS., VJA.

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ANNEXURE - I

Name of the Post:	Assistant Librarian
Number of Posts:	01 (One)
Qualification of the Post:	A University service non teaching post
Scale of Pay:	22460 – 66330, as revised from time to time.
Age:	Should not be more than 50 years as on date of application.

Eligibility Criteria:

1. At least a second class degree (55%) in library science from any recognized University.
2. PG diploma in computer applications from any recognized University/ institution.

Experience Required / Desirable:

Must have an experience of two years as Asst. librarian or equivalent in any academic institution is desirable.

Knowledge in Digital Library & E-journals will be an added advantage.

Term of Office:

He /She shall be on deputation initially for a period of one year to be extended for further period of two years and is governed by University byelaws and statutes.

Duties and Responsibilities:

1. He /She shall work under the direct supervision of the librarian / Digital Library Coordinator and assist them in all their activities.
2. He / She shall perform such other duties as may be assigned by the Rector in the interest of the University.

ANNEXURE – II

APPLICATION FORM FOR THE POST OF ASSISTANT LIBRARIAN

1. Name of the Applicant:
(in BLOCK LETTERS as in qualifying examination)

Affix recent
passport size
photo (Colour or
Black & White)

2. Father's/Husband's Name:

3. Date of Birth:

4. Date of entry into service & Pay scale:

5. Educational Qualifications:

Sl. No.	Examination passed	Year of passing	% of Marks obtained	Division

6. Address for correspondence:

7. Experience/ Service particulars:

Place:

Date:

Signature of the Applicant

Certification by the Employer / Controlling Authority

The information / details provided in the above application by the applicant are true and correct as per the fax available on records. He / She possesses education qualification and experience mentioned in the vacancies circular. If selected he / she will be relieved immediately.

**Signature of the employer / Controlling Authority
with seal**