

**SUPREME COURT OF INDIA**  
**NEW DELHI**

**No. F.6/2024-SC (RC)**  
**New Delhi, dated 9<sup>th</sup> February, 2024**

**Recruitment of Director (Library)**

Applications are invited from candidates who fulfil the following qualifications and other eligibility conditions as on 01.02.2024 for appointment to the ex-cadre post of Director (Library) 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 the Pay Matrix) in any prestigious Library preferably a Law Library;

OR

Minimum 7 years' composite experience with at least 2 years' experience as Chief Librarian or in an equivalent post (in Level 12 of the 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;

OR

Minimum 10 years' experience 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 01.02.2024

**General Information**

Candidates who fulfil the prescribed qualifications, experience, age requirement and other eligibility conditions as on 01.2.2024 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 eligible candidates will have to appear for a Computer Test and the candidates who qualify in the Computer Test will be required to appear in an Interview before the Interview Board. The candidates who qualify the Computer Test and Interview will only be considered for appointment to the ex-cadre post of Director (Library) in the order of merit.

The Registry reserves its right to shortlist applicants in any manner as may be considered appropriate with the approval of the 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.

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 11.03.2024. The Registry will not be responsible for any postal loss or delay. Applications received after due date will not be entertained.

**Registrar [Recruitment]**

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

Affix self-attested  
recent passport  
size photograph

|    |   |  |
|----|---|--|
| 1  | Name of applicant<br>(IN BLOCK LETTERS)   |  |
| 2  | Father's/Husband's name   |  |
| 3  | Date of Birth   |  |
| 4  | Age as on 01.02.2024  |  |
| 5  | (a) Correspondence Address  |  |
|    | (b) Contact Number  |  |
|    | (c) E-mail address  |  |
| 6  | Category (Gen/OBC/SC/ST)  |  |
| 7  | Are you an Ex-serviceman ?<br>(Write Yes or No)   |  |
| 8  | Are you Physically Handicapped ?<br>(Write Yes or No)   |  |
| 9  | Educational Qualification(s)  |  |
| 10 | Details of computer related qualification:-<br>(a) Diploma in Computer Application recognised by AICTE/DOEACC or equivalent<br>OR<br>(b) Library Automation Course conducted by National Institute of Science Communication and Information Resources (NISCAIR) |  |
| 11 | Knowledge of computer operation:-<br>(a) Knowledge and experience of working with any standard<br><b>“Library Automation Software”</b>  |  |

|   | <p>for <b>House keeping activities</b> in the library such as <b>cataloging, acquisition and circulation</b> etc.</p> <p>(b) Knowledge and experience of computerized search both of <b>on-line</b> and <b>off-line databases</b> including of retrieval of desired information through various search engines/processes.</p> <p>(c) Knowledge and experience of any <b>software</b> for developing <b>In-House databases</b> for documentation work.</p> |      |   |                               |                  |    |                               |                  |  |  |  |  |  |  |
|---|---|------|---|-------------------------------|------------------|----|-------------------------------|------------------|--|--|--|--|--|--|
| 12                                      | Experience as a Chief Librarian or in an equivalent post (in Level 12 of Pay Matrix) in any prestigious Library preferably a Law Library (with period and duration)   |      |   |                               |                  |    |                               |                  |  |  |  |  |  |  |
| 13                                      | Composite 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 (with period and duration)   |      |   |                               |                  |    |                               |                  |  |  |  |  |  |  |
| 14                                      | Experience as Librarian (in Level 11 of the Pay Matrix) or in an equivalent post in any prestigious Library preferably a Law Library (with period and duration)   |      |   |                               |                  |    |                               |                  |  |  |  |  |  |  |
| 15                                      | <p>Details of employment in chronological order in Library/University/Legal Department</p> <table border="1"> <thead> <tr> <th>Office/<br/>Institution/<br/>Organisation</th> <th>Post held</th> <th>From</th> <th>To</th> <th>Scale of Pay<br/>( Pay Matrix)</th> <th>Nature of duties</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>  |      | Office/<br>Institution/<br>Organisation | Post held                     | From             | To | Scale of Pay<br>( Pay Matrix) | Nature of duties |  |  |  |  |  |  |
| Office/<br>Institution/<br>Organisation | Post held   | From | To                                      | Scale of Pay<br>( Pay Matrix) | Nature of duties |    |                               |                  |  |  |  |  |  |  |
|   |   |      |   |                               |                  |    |                               |                  |  |  |  |  |  |  |
| 16                                      | <p>Criminal History (if any)</p> <p>FIR No: _____ Police Station: _____ Status: _____</p>   |      |   |                               |                  |    |                               |                  |  |  |  |  |  |  |
| 17                                      | 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.**