



## **St. Bede's College, Shimla**

**NAAC Accredited "A+" Grade Institution**

**NavBahar, Shimla, Himachal Pradesh**

Website: [www.stbedescollege.in](http://www.stbedescollege.in)

<b>Opening Date:</b>	<b>03/01/2022</b>	<b>Closing Date:</b>	<b>24/01/2022</b>
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### **GUIDELINES FOR SELECTION OF LIBRARIAN**

#### **1. Educational Qualifications:**

Essential qualifications, experience and other eligibility conditions shall be as per the norms prescribed by the UGC Regulations, 2018 and NCTE Norms, 2014 as adopted by Himachal Pradesh University, Shimla. The service conditions and other allowances shall be applicable as per rules & regulations of Himachal Pradesh University.

*For more information, candidates may visit the website of UGC and the Himachal Pradesh University .<http://www.ugc.ac.in> and <http://www.hpuniv.ac.in>.*

**2. Age:** The age of the candidate should not be more than 45 years as on 01.01.2022

#### **3. Application Processing Fees:-**

- *Application processing fee for Librarian is Rs.2000/-*
- Fee once paid will not be refunded under any circumstances.

#### **4. Mode of Payment:-**

Application forms have to be filled only through online mode, as available on the website of the College along-with the present advertisement, within the prescribed time limit indicated in the advertisement. No offline forms would be accepted. Payment should also be made online only, through net banking/debit cards/credit cards/UPI/wallets.

#### **5. Parameters for Screening/ Selection:**

All applications shall be screened by duly constituted Screening Committee for determining eligibility of each candidate. Incomplete applications shall be rejected summarily. No correspondence in this regard shall be entertained. The academic score component as specified in Appendix II Table 2 of the UGC Regulations, 2018 for the post of Librarian respectively shall be

applicable for screening of applicants for interview. The selection shall be based only on the performance in the interview.

### **Short-Listing For Interview - Librarian**

Candidates shall be invited for the interview in order of merit according to marks obtained by them in the Academic Score Component (Tally sheet) as per the decision of the screening committee.

### **IMPORTANT INSTRUCTIONS:-**

1. The candidates must read the INSTRUCTIONS CAREFULLY before uploading the information on Online Application for the relevant post(s).
2. Closing date for submission of online application form is 24/01/2022.
3. The candidates are advised to keep their email id and password, as the same will be applicable for all future reference.
4. The candidate(s) is also required to submit hardcopy after downloading the online application form along with requisite relevant documents in support of the information uploaded in the online application. The hardcopy along with all the requisite documents for each post(s) should reach in the college on 31/01/2022 upto 05:00 p.m.

However, for the candidate residing in Pangi and Bharmour Sub Division of Chamba District, Dodra Kwar Sub Division of Shimla District, Kinnaur Districts and Lahaul & Spiti Districts of Himachal Pradesh, the last date for receiving of hardcopy of online application form shall 07/02/2022 upto 05:00 p.m. The college will not be responsible for any postal delay.

The hardcopy along with all relevant documents should reach St. Bede's College on the following address on or before the above prescribed last dates of submission of hardcopy.

**The Principal,  
St. Bede's College,  
NavBahar,  
Shimla,171002, H.P.**

Kindly mark on the top of the envelope -**'Application Form for Librarian'**

If the candidate is found ineligible at any stage or has hidden/ suppressed the information or furnished the false information, her/ his candidature will be cancelled at any stage of the recruitment process and shall also be liable for legal action in accordance with law.

6. The candidate must have cleared National Eligibility Test (NET) conducted by UGC, CSIR or similar test accredited by the UGC like SLET/ SET or should have been awarded a Ph.D. degree in accordance with the University Grants Commission (Minimum Standard and Procedure for Award of M.Phil/ PH.D. Degree) Regulations, 2009 read with Regulation, 2016 and amendments thereon from time to time as the case may be.

Provided further a candidate registered for the Ph.D. programme prior to July 11, 2009 shall be governed by the provisions of the then existing Ordinance/ Bye-laws/ Regulations of the University concerned award in the degree. All such Ph.D. candidates shall be exempted from the requirement of the NET/SET for recruitment and appointment of Librarian subject to the fulfillment of the following conditions:-

- (a) The Ph.D. degree of the candidate has been awarded in regular mode only;
- (b) The Ph. D. thesis has been evaluated by at least two external examiners
- (c) An 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.

***The fulfilment of these conditions is to be certified by the Registrar/ Dean of Studies/ Dean (Academic Affairs) of the University concerned.***

- 7. The candidates must fulfill the required essential educational qualification(s) / experience and other conditions before the closing date of online portal as mentioned in the advertisement to avoid disqualification.
- 8. In-service candidates must submit their hardcopy through proper channel. However, advance copy of the same may be submitted as per the above schedule. Such candidates are required to produce the N.O.C. from the concerned department at the time of personal interview.
- 9. The candidates called for interview shall have to essentially come with the original documents in support of their claims in Online Application and as prescribed in the interview call letter, failing which he/she shall not be considered for the interview.
- 10. No TA/DA will be admissible for attending interview.
- 11. In case of any dispute, suits or legal proceedings against the College, the territorial jurisdiction shall be restricted to the Hon'ble High Court of Himachal Pradesh and District Court at Shimla.
- 12. **The College/Management reserves the right to revise/ reschedule/ cancel/ suspend/ withdraw the recruitment process without assigning any reason. The Number of post(s) is/ are tentative and may increase or decrease from time to time.**
- 13. Any addendum/ corrigendum/ notices and any other information shall be posted on the recruitment section of the college website only. The candidates are advised to check the college website regularly.
- 14. For any clarification/ guidance/ information regarding online application/fees contact at:  
**0177-2842304 or 9418659871**

***The candidates are advised to visit the College website Recruitment Section from time to time for updates in their own interest.***

**The Principal  
St. Bede's College  
Nav Bahar, Shimla  
Himachal Pradesh**

## Guidelines for screening of candidates for appointment to the post of Librarian in St. Bede's College as per UGC Regulations.

### I. Criteria for Short listing of candidates for Interview for the Post of Librarian

S No	Academic Record	Score				To be used by the screening committee
1.	Graduation	80% & Above = 21	60% to less than 80% = 19	55% to less than 60% =16	45% to less than 55% =10	
2.	Post-Graduation	80% & Above = 25	60% to less than 80% = 23	55% to less than 60% = 20		
3.	M.Phil.	60% & above = 07		55% to less than 60% = 05		
4.	Ph.D.	25				
5.	NET with JRF	10				
	NET	08				
	SLET/SET	05				
6.	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	06				
7	Teaching / Post Doctoral Experience (2 marks for one year each)#	10				
	Award					
8.	International/National Level (Awards given by International Organisations /Government of India/Government of India recognised National Level Bodies)	03				
	State- Level (Awards given by State Government)	02				

# However, if the period of teaching/post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

(A)

i)	M.Phil + Ph.D	Maximum	-	25 marks
ii)	JRF/NET/SET	Maximum	-	10 Marks
iii)	In awards Category	Maximum		03 marks

(B) Number of candidates to be called for interview shall be decided by the college.

(C) Academic Score - 84

Research Publications - 06

Library Experience - 10

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Total - 100

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(D) SLET/SET score shall be valid for appointment in respective State Universities/ Colleges / Institutions only.

## **II. Screening of candidates: Criteria and Process**

1. The Screening Committee will draw a list of all the candidates indicating the Cumulative Score scored by them in descending order i.e., starting from the candidate getting the highest marks towards the candidates getting the lower marks.
2. The time taken by candidates to acquire M.Lib and / or Ph.D. Degree shall not be considered as library experience to be claimed for appointment as librarian. Further the period of active service spent on pursuing research degree simultaneously with library assignment without taking any kind of leave, shall be counted as library experience for the purpose of direct recruitment/promotion.
3. In case of any dispute with regard to screening of the applications, the decision of the Screening Committee shall be final.
4. The status of short-listed candidates will be made available on the College website under recruitment section for information.

### **Important Note**

1. The entire onus of the content/authenticity of the information being uploaded in the form of application shall exclusively rest with the applicant in terms of eligibility for recruitment and for subsequent selection through due process.
2. The College shall, in no way, be responsible for any error/omission/commission /suppression of relevant information by the applicant knowingly/unknowingly/overtly/ covertly while filling up the application form and uploading the documents required therein.
3. In case the applicant gets screened/ selected/ appointed on the basis of the credentials furnished by her/ his which are on scrutiny, found to be incorrect / inadmissible / forged / fabricated / falsified her/his candidature shall be liable to be cancelled at any stage of the recruitment/at any time during the tenure of the service and appropriate legal action under applicable law shall be initiated against the candidate.
4. **The College reserves the right to modify/withdraw/cancel any communication made to the applicant. In case of any dispute arising out of such a situation, the decision of the college shall be final and binding on the applicant.**

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