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All Communications should be addressed to the Registrar, Supreme Court by designation NOT by name
PIN CODE - 110 201

**SUPREME COURT
INDIA
NEW DELHI**

No.F.6/2020-SCA (I)

Dated, February 4, 2020

REGISTRAR'S SECRETARIAT

No. Date 11-2-20

- R(SJ) DR(Ltgn.) CM
- R(R&C) PRO AV
- R(J) Protocol D
- R(A) APRO/PIO G
- R(F) Chief Libn. E
- Addl.R(GA) File

REGISTRAR GENERAL

From: Rajesh Kumar Goel,
Registrar (Recruitment)

To : The Registrar General,
High Court of Kerala
Ernakulam - 682031

Sub : Filling up of the post of Additional Registrar (Library)
on deputation basis

Sir,

I am directed to state that it is proposed to fill up a post of Additional Registrar (Library) by appointing on deputation basis, a suitable Officer who fulfill the prescribed qualifications, experience and other eligibility condition as mentioned in the sheet attached. The post of Additional Registrar (Library) is placed in Level 14 of Pay Matrix with initial basic pay of Rs. 144200/- plus other allowances as admissible under the Rules. The appointee will be entitled to residential accommodation from Directorate of Estates at par with other Officers of Central Government.

I am therefore, directed to request you to forward the names of eligible and willing Officers alongwith their Bio-Data (in enclosed format), certified copies of the Annual Confidential Reports (ACRs) for the last 5 years and Vigilance Clearance at the earliest for consideration so as to reach the Registry latest by 22.2.2020.

Yours faithfully,

Registrar (Recruitment)

Encl : As above

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SUPREME COURT OF INDIA

F.6/Library/2020-SCA (I)
New Delhi, dated February 4, 2020

VACANCY CIRCULAR

Applications are invited from candidates who fulfill the following qualifications and other eligibility conditions as on 1.1.2020 for selection of suitable candidates for appointment on deputation basis from High Courts to the ex-cadre post of Additional Registrar (Library), Supreme Court Library which is placed in the Level 14 of Pay Matrix with initial basic pay of Rs. 144200/- plus other allowances as admissible under the rules in the Registry of the Supreme Court of India.

Essential Qualification

- (1) A Degree in Law of a university in India recognized by the Bar Council of India or by any State Bar Council for enrollment as Advocate.
 - (2) Master's Degree in Library Science of 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 in Library work. 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 computerised search both of on-line and off-line databases including of retrieval of desired information through various search engines/processes.
 - (iii) knowledge and experience of any software for developing in-House databases for documentation work.
- Specialised 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.

Desirable Qualification

A Ph. D. degree in Library Science/ Information Science with a consistently good academic record.

Experience

Minimum 4 years experience in a post in Level 13 of pay matrix (corresponding to Pay Band-4 with Grade Pay of Rs. 8700/-) or minimum 10 years composite experience in posts placed in Level 13 and 12 of the pay matrix in Central/ State Government/High Court.

Age Requirement

Candidates should be below 56 years as on **1.1.2020**

GENERAL INFORMATION

Candidates who fulfill the prescribed qualifications, experience, age requirement and other eligibility conditions as on **1.1.2020** should apply giving full particulars (Bio-data) as per the proforma enclosed supported by copies of all the relevant certificates and documents and a passport size photograph affixed on the application, all duly self- attested. Candidates who do not fulfill the prescribed qualifications and other eligibility conditions need not apply.

Eligible candidates shall be called for a Computer Test to ascertain knowledge of Computer Application in Library Work as mentioned above.

Those who qualify in the Computer Test will be called for and have to qualify in an Interview.

No TA/DA will be payable to the candidates for appearing in the Computer Test and Interview.



(Rajesh Kumar Goel)
Registrar (Recruitment)

APPLICATION FOR THE EX-CADRE POST OF ADDITIONAL REGISTRAR
(LIBRARY)
IN SUPREME COURT OF INDIA

Affix recent
passport size
self-attested
photograph

1.	Name	
2.	Father's/Husband's name	
3.	Date of birth	
4.	Age as on 1.1.2020 (Year/Months)	
5.	(a) Correspondence address (b) Mobile Number (c) E-mail address	
7.	Essential Qualifications <i>(Please mention clearly against each essential qualification as required in detailed advertisement one by one)</i>	
	1.	
	2.	
	3.	
	4. (i)	
	4. (ii)	

	4. (iii)	
	4. (iv)	
<u>Specialised Knowledge in</u>		
	(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.
<u>Desirable Qualifications</u>		
	A Ph. D. degree in Library Science/ Information Science with a consistently good academic record	
	<u>Experience</u> <i>(should meet exactly as per detailed advertisement)</i>	
10,	Details of employment in chronological order in library of any Govt. Organisation etc.	

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	Office/ held Institution/ Organisation	Post	<u>From</u>	<u>To</u>	Scale of Pay	Nature of duties
11.	Any other information					

Place :

Date :

Signature of applicant

Note: Attach duly self-attested all certificates in support of educational qualification/ experience as shown in the columns of the Application.

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11/2/20