



Yogoda Satsanga Mahavidyalaya

NAAC Accredited B++ (CGPA 2.89)

Jagannathpur, Dhurwa, Ranchi - 834004
(Ranchi University)

Application Form for the Post of Librarian

Date:	Application No.:
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Application Fee: _____

Please do not write anything above this line

Draft No.: _____
Amount: _____

For detailed information please visit College website www.ysei.edu.in



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(Ranchi University)

General Details

Post Applied For: Librarian

Paste here the
recent passport
size photo

Personal Details

First Name: _____ Middle Name: _____ Last Name: _____

Date of Birth: _____ Age (as on 01 September 2021): Y _____ M _____ D _____

Parents' Name (Father & Mother): _____, _____

Marital Status: _____ (Y/N) Spouse Name: _____

Details of Children, if any: _____

Category (Gen/SC/ST/PWD (OH/VH)): _____

Nationality: _____ Gender: _____ Telephone No.: _____

Mobile No.: _____ Email: _____

Postal Address

Permanent Address

(Please add additional sheets if required, for teaching/research section in the format as in this form)

Educational Qualifications

Examination	Year	Main Subject/s	Marks (%)	College Attended	University
Bachelor Degree					
Masters Degree					
Master's degree in Library Science/Information Science/Documentation Science					
Any other (degree/diploma)					

- Please mention your specific degree in case of integrated course/programme.

Full-time Experience

Name of University /College/Institution	Designation (with pay scale)	Status (Permanent/Temporary/Ad-hoc)	Scale of pay (with PB & GP/AGP)	Name of assignment	From	To	Experience [in years & month(s)]

Each period of experience claimed must be supported by an Experience Certificate issued by the employer. (Start with the current designation/University/College/Institution)

Details of Participation and Presentation in Seminars/Conferences

Conference/Seminar	Sponsoring Organization/Institution	National /International	Year	Details

Provide details about innovative library service, organization of published work and professional commitment, and computerization of library.

Please provide evidence, attached in support of your claim. (Please attach separate sheets, if necessary).

Present Employment Details

Please indicate, whether you are currently employed: Yes/No (if yes give details and attach self-attested copy of the appointment letter)

Organization Name _____ Position Held _____

Date of Appointment _____ Status (Permanent/ Temporary/ Ad-hoc) _____

Academic Profile

Training Courses (Refresher courses, Methodology, Workshop, Training, Teaching-Learning Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes):

Name of Course/Programme attended	Sponsoring Institution	Duration

Miscellaneous Information (Please use extra sheets, if necessary)

Computer Skills (e.g. word Processing, spreadsheet, databases or any other specific software with familiarity level of Basic/Intermediate/Advance)

ICT Usage	Skills	Specialized Packages/Software	Familiarity (Basic/Intermediate/Advance)
MS-Office Package (MS-Word, Excel, Power point)			
Internet Browsing and Data Mining			
Ability to use library automation and techno-based platforms			
Ability to access and manage online resources (e-journals)			
Any Other			

What is your understanding of the aims and ideals of Yogoda Satsanga Society of India? How do you plan to implement the same in the College, if selected?

Mention your proposed roadmap/vision related to Library in the College for next five years.

Mention your most significant contribution in the institution/s you have worked with.

Disclosure

Have you been debarred or punished for adopting unfair means in any Examination by the Institution/ Board or University? Yes/No

If yes, specify _____

Have you at any time been convicted by court/presently under trial/any other Court proceedings for any criminal offence? Yes/No

If yes, specify _____

Were you ever discharged or dismissed from any previous employment? Yes/No

If yes specify _____

Three Referees Familiar with your Academic Work and Administrative work

Full Name	Institutional Affiliation	Designation	Institutional Address	Mobile/Phone No.	Email

Declaration

I declare that the statements made and documents enclosed with the application form are true to the best of my knowledge and belief. If any information is found to be incorrect, my candidature is liable to be cancelled and that I may be subject to legal/disciplinary proceedings.

I shall produce all the original testimonials/documents/certificate/Photo-IDs at the time of interview.

I shall produce the No Objection Certificate before/at the time of interview as given on the next page.

Date:

Applicant's signature

No Objection Certificate from present employer

Please indicate if NOC is not available: Yes/No

Forwarded with the remarks that the facts stated in the above application have been verified and found correct and this Institution/Organization has no objection to the candidature of the applicant being considered for the post applied for. No departmental disciplinary proceedings are pending or contemplated against him/her.

Name of Head of Institution _____

Designation _____ Signature & Seal of Head of Institution _____

Address _____ Place _____ Date _____