



# Yogoda Satsanga Mahavidyalaya

NAAC Accredited B++ (CGPA 2.89)

Jagannathpur, Dhurwa, Ranchi - 834004

(Ranchi University)

## General instructions for applicants for the posts of Principal, Assistant Professors, Librarian, various Non-teaching positions, IT Professional, and DTP Operator-cum-Graphic Designer

1. The direct recruitment shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committee.

2. Applicants should possess the prescribed qualifications and experience as on the closing date of application, as prescribed by the College. Applicants are required to produce specific certificates as per eligibility conditions.

The applications received shall be screened as per screening guidelines attached with the advertisement for short listing and recommending the applicants to be called for interview.

Merely fulfilling the minimum qualifications or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview.

Publications 'under submission' or submitted to referees will not be considered towards calculation of points for publication criteria. Further, all the items for which points are claimed should be strictly in accordance with the screening guidelines attached with the advertisement.

The minimum Points requirement for shortlisting of applicants for the post of Principal will be as indicated in the Screening guidelines attached herewith.

The Governing Body has the right to stop/change the recruitment process at any time and at any stage.

3. **Application fees** and forms are to be submitted as per details given below:

- Fees for Principal, Assistant Professor, and Non-teaching staff:

Principal	Assistant Professor	Librarian	Non-teaching staff	IT Professional	DTP Operator-cum-Graphic Designer
Rs. 3000/-	Rs. 2000/-	Rs. 1500/-	Rs. 1000/-	Rs. 1000/-	Rs. 1000/-

- The prescribed fee should be paid through Demand Draft **payable at Ranchi** in favour of "Yogoda Satsanga Mahavidyalaya".
- Fees once paid will not be refunded under any circumstances.

4. **Procedure for applying:**

- A. Application forms have to be downloaded as available on the College website: [www.ysmranchi.net/appointments.php](http://www.ysmranchi.net/appointments.php) along with the present advertisement, within the prescribed time limit.
- B. Duly completed application forms, along with the **Demand Draft** as applicable to the respective posts and **self-attested copies of supporting documents** (including those relevant to the API scores) and two passport size photographs should reach **Yogoda Satsanga Society of India, Paramahansa Yogananda Path, Ranchi –**

**834001, Jharkhand by 24 February 2018** (28 February 2018, for Assistant Professor (Philosophy)), through **registered post** or **speed post only**.

- C. No other mode of payment than Demand Draft will be accepted.
  - D. Please mention clearly on the envelope containing the application: "Application for the post of \_\_\_\_\_."
  - E. Candidates are required to provide valid email ID and mobile number.
  - F. **Interview call letters will be sent to the shortlisted candidates through email only.** Candidates are required to regularly keep up with their emails after applying.
  - G. Applications with incomplete information or without requisite fee shall be rejected.
  - H. The shortlisted candidates called for interview should report along with all the testimonials/certificates in original along with photo ID. A set of photocopy of testimonials /certificates with respect to the qualifications and experience indicated in the application form, duly certified by the applicant should be submitted along with the application form.
5. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the College shall process the applications entirely on the basis of information/ documents sent with the application. In case the information/documents are found to be false/incorrect by way of any omission or commission, the responsibility shall lie solely with the applicant who shall be liable for action as per law.
  6. Applicants serving in Government/Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit 'No Objection Certificate' from the employer along with the Application Form. Candidates may also submit the same at the time of interview in case they would not manage to obtain the same while applying.
  7. **All correspondence from the College including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form.**
  8. Canvassing in any form will be treated as a disqualification.
  9. Applications which do not meet the eligibility criteria given in this advertisement and/or are incomplete in any respect shall be summarily rejected.
  10. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material/ information while submitting the application and uploading self-certified copies/ testimonials.
  11. The College shall verify the documents submitted by and antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case it is found that the documents/ information submitted by the candidate are false or the candidate has suppressed relevant information, the services of the candidate shall be terminated without prejudice to any other action initiated by the College.
  12. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the Secretary (Governing Body) reserves the right to modify/withdraw/cancel any communication made to the applicant.

13. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Secretary (Governing Body) shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
14. No TA/DA shall be paid to the candidates for attending interview.
15. The College reserves the right to offer the post at a level lower than that advertised/applied, or on contract basis, depending upon the qualifications, experience and performance of the candidate, wherever applicable.
16. Last date of submission of application is as indicated in the present advertisement uploaded on the University website.
17. In case of any dispute, legal jurisdiction will be Ranchi.

**Secretary, Governing Body**



# *Yogoda Satsanga Mahavidyalaya*

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## **Librarian**

Applications are invited in the prescribed Application Form available on the College website [www.ysmranchi.net/appointments.php](http://www.ysmranchi.net/appointments.php), from eligible candidates for appointment to the post of Librarian in the Pay Band Rs. 9300-34,800, AGP Rs. 4200/- (as per VI Pay Commission) in the College.

The last date for receipt of application is 24 February 2018 or within 30 days from the date of publication of the advertisement in the national and local dailies, whichever is later. Specifications of age, experience, qualifications etc. for the above post are in accordance with the norms and amendments as adopted by Ranchi University and those applicable to the minority institutions.

For details, please visit the College website.

### **Educational Qualification and Age:**

1. A high second class Master's degree in a subject other than Library Science, and
2. Master's degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization/digitalization of library.
3. A relaxation of 5% may be provided at the graduate and master's level for the Scheduled Caste/Scheduled Tribe/Differently-abled (Physically and visually differently-abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to these positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.
4. A PG Diploma in Library Automation and Networking or equivalent is desirable.
5. Experienced candidates will be preferred.

### **JOB REQUIREMENT:**

The job requirement of the post of College Librarian is as under:

1. Performing, supervising/controlling/monitoring the activities of the library.
2. Planning and implementing new techniques and technologies and providing guidance to the Library Staff.
3. Correspondence and supervising all administrative and financial jobs, preparing budget proposals, Annual reports and Agenda notes various Committee meetings, etc.

4. Having Good IT knowledge with experience in handling medium size library independently.
5. Looking after the Library systems, Maintenance of books and data base, other regular Library procedures and other administrative work of the department.
6. Person should have good communication skills.
7. Technical qualification of Library Software will be an added advantage.
8. Performing and supervising all professional and technical work relating to books, periodicals, electronic database and other formats of documents, collection development; reference, documentation and information, services, information literacy and competency programmes, stack rectification and stock verifications, maintenance of stacks binding work; maintenance of library building and user facilities.
9. Planning and organizing ICT activities including content development.
10. Planning and organizing extension activities.
11. Assisting the Principal and all other Library matters including Planning, Organizing, Development and Research.
12. Providing the Internet access services and undertaking the maintenance of Hardware/ Software and peripherals etc.
13. Arrangement of Shift/ holiday duties and attending the holiday/ Sunday/ Saturday duties as and when required;
14. Maintaining the discipline in the Library under his/her control and following the rules, regulations procedures.
15. In the college Librarian is overall administrative / professional in charge of the jobs/ activities listed above and coordinating at all levels within and outside the system.
16. Any other jobs assigned from time to time by the Principal.

**NOTE:**

Persons who are on direct line of promotion in the cadre are not eligible for appointment on deputation basis. Similarly, deputationist is not eligible for absorption. The selection will be made on the basis of quality of academic records, interview and skill test (if required as per College rules).

**Secretary (Governing Body)**