



THE INDIAN LAW INSTITUTE

(Deemed University)

Bhagwan Das Road, New Delhi – 110 001

APPLICATION FORM FOR LIBRARIAN

[Last date of submission of application form is 31.05.2016]

- Note:**
1. Fill in all the information in block letters only
 2. Attach non refundable application fees of Rs. 1,000/- in the form of Demand Draft/Pay Order drawn in favour of 'The Indian Law Institute' payable at New Delhi
 3. Attach separate sheet in case of insufficient space in any column
 4. DO NOT attach copies of the certificates
 5. Age Limit for Librarian - upto 50 yrs. as on last date of application

Space for
Self-attested
Photograph

1. Post applied for

Regular / Deputation / Contract

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2. Bank Draft/Pay Order number & date

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3. Name and address of the issuing bank

4. Candidate's name in full

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5. Father's/husband's name

6. Date of Birth

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 Day

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 Month

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 Year
7. Category :

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 Gen.

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 SC

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 ST

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 OBC

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 PH
(Please tick ✓ which is applicable)

8.

Nationality

9.

Marital status

9

(a) Religion

10.

Sex

11.

Permanent residential address

PIN:

12.

Address for correspondence

PIN:

13.

(a)

Telephone No. (with STD Code)

(b)

Mobile No.

(c)

Fax No. (with STD Code)

(d)

E-mail Id

14.

(a)

Post held, if any, at the time of sending the application, date of appointment (whether permanent, or probation or temporary)

15.

Designation & complete postal address : of current Employer

PIN:

16. Academic Qualifications :

Examination	Year	Main Subject	Division/Grade	%age of marks/ grade	School/College attended	Name of the University
Bachelor's Degree						
LL.B.						
M.Phil/LL.M.						
Ph.D.						
Date of submission of Ph.D.						
Any other						

17. (a) Whether the candidate qualified UGC NET Examination

(b) Whether the candidate has qualified UGC, JRF Examination _____
if so, please indicate the year in which the said exam passed _____

18. (a) Teaching Experience at University or Degree Colleges: (attach sheet, if necessary)

[illegible]

(b) Research Experience, if any: (attach sheet, if necessary)

Name of the Institution/ Organisaiton	Designation & Scale of Pay	Nature of Post Temporary /Permanent	Nature of Assignment	Period (give dates)	Length of Experience	
					Years	Months

(c) Language (s) known

(Please tick)	Read	Write	Speak
(i) Hindi			
(ii) English			
(iii)			
(iv)			

(d) Exposure in leading libraries on Law and Allied
Subjects with research orientation, if any

(e) Administrative Experience, if any

(f) Academic Experience, if any

(g) Details of Computer knowledge, if any

19. Have you been debarred or punished for adopting unfair means in any Examination by the Institution/ Board or University? If so, please specify

20. Name and address of two persons (other than relatives) to whom references can be made:

1.

2.

21. Certified that the information given by me is complete and correct to the best of my knowledge & belief and nothing has been concealed therefrom. I also understand that in case any information is found to be false, my services shall be liable to be terminated without notice.

I have read the instructions and guidelines issued for the candidates.

Date:

Place:

Signature of the candidate

22. Recommendation of the employer (to be submitted by those who are in employment)

Date:

Place :

Signature & seal of the employer

GENERAL INSTRUCTIONS AND GUIDELINES

1. Separate application form is to be submitted for each post.
2. No column of application should be left blank. Strike out those columns, which are not applicable.
3. All applicants who are presently employed in Government/ Semi Government/ Public Sector undertaking/ University/ Recognized Educational Institute etc. are required to submit application through proper channel or submit a no objection certificate from present employer. An advance copy of the application alongwith requisite fee should reach the institute office by stipulated date. Application received late shall not be entertained and delay in transit shall be the responsibility of applicant.
4. Fulfillment of condition of minimum qualification shall not necessarily entitle any applicant to be considered for appointment and no reasons for rejection shall be communicated.
5. Institute reserve the right to short-list applicants in any manner as may be considered appropriate with the approval of the competent authority.
6. Institute reserves the right of not filling any post without assigning any reason.
7. Full name may be mentioned in application form. If there was change of name at any stage of time, original name may also be mentioned.
8. All appointments shall be made on probation/ temporary / contract basis.
9. Completed application forms shall be submitted along with a demand draft/ pay order of appropriate amount drawn in favour of "The Indian Law Institute" payable at New Delhi.
10. Application forms not accompanied by the requisite processing fee, shall not be considered and will be rejected without assigning any reason.
11. In case an applicant is not short-listed, no claim for refund of cost of application/ processing fee shall be entertained.
12. Employment in the Institute shall be governed by the ILI Rules and Regulations. Institute may amend/ revise service conditions from time to time.
13. In addition to basic pay, employee shall be entitled to other allowances as per rules applicable to ILI.
14. Since no testimonials are to be attached with the application, candidature of applicant is provisional, and shall be subjected to verification at subsequent stage.
15. No TA/DA shall be payable to applicant for any journey performed in connection with selection/joining duty.
16. No enquiry personal or in writing for recruitment shall be entertained.
17. Legal disputes shall be subject to jurisdiction of Delhi Courts.
18. Final decision about appointment will be taken with the approval of the Competent Authority.