

<b>JOB TITLE</b>	Assistant Librarian	<b>DEPARTMENT</b>	Central Library
<b>REPORTS TO</b>	Librarian, Deputy Librarian	<b>SUBORDINATES</b>	Library Information Assistant, Assistant
<b>LOCATION</b>	Jaipur	<b>DIVISION</b>	Non-Teaching (NT)

**JOB DESCRIPTION AND RESPONSIBILITIES**

<b>JOB DESCRIPTION AND RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• To coordinate and supervise the work of different sections of the library and contribute to the smooth running of the library.</li> <li>• To assist in providing a campus-based high quality, customer-focused library and IT support to a diverse learning and research community.</li> <li>• To assist in the day-to-day supervision of all library staff, as directed by the Librarian to ensure that all service points and library services are operational each day with the required standards.</li> <li>• To conduct /provide User Orientations/database training / Information Literacy programmes for new and existing members of the library and IT training to the staff and to produce and maintain necessary documentation and instructions.</li> <li>• To involve in the promotion and development of library services and spaces.</li> <li>• To assist in the collection development (books and e-books) of library / open access and other online resources in the respective area of specialization.</li> <li>• . Maintain usage statistics and user feedback to ensure that the services offered to meet the needs of the users.</li> <li>• To provide support in the implementation of all the modules of KOHA LMS for the smooth functioning of the library operations</li> <li>• To support and promote the full range of services including effective issue, return, and renewal of library materials.</li> <li>• To assist students and staff in using basic network facilities, liaising with and escalating to IT staff as appropriate.</li> <li>• To liaise with IT Services on the purchase, installation and maintenance of library equipment, hardware, software, etc.</li> <li>• To take responsibility for maintaining the LMS and RFID technology equipment and assist students who use it, liaising with IT Support Services and vendors as appropriate.</li> <li>• To provide bibliographical and reference services to the faculty and students.</li> <li>• To conduct instructional programmes for freshers in-library use.</li> <li>• To help the Librarian in the planning of library resources, services, spaces, infrastructure and Five-year strategic planning.</li> <li>• To generally assist the Librarian in the planning of academic and professional work in the Library.</li> <li>• To contribute towards professional inquiry and research through publications, attending seminars and conferences, etc.</li> <li>• To assist the librarian in developing programmes of library management to improve the efficiency of the library.</li> <li>• To support the librarian in managing the Library Budget judiciously, diligently and</li> </ul>	



**JOB DESCRIPTION AND RESPONSIBILITIES**

effectively

- To carry out the duties assigned by the librarian from time to time.

**Qualification**

Master's degree in Library science/ information science/ documentation Science or an equivalent professional degree with CGPA 6.5 in 10 points scale or at least 60% marks (or an equivalent grade in a post scale wherever grading system is followed) and a consistently good academic record with superior knowledge of computerized library service. Candidate must be NET/ SLET/ SET qualified.

Qualifying in the national level test conducted for the purpose by the UGC or any other agency by the UGC.

However, candidates, who are, or have been awarded Ph.D degree in accordance with the University Grants Commission (Minimum Standards and procedure for award of Ph.D. degree), Regulation 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Librarian/College Librarian or Documentation Officer.

**Desirable:**

PG Diploma in Library Automation and Networking or PGDCA or equivalent.

Good written and oral communication skills in English. Sound and working knowledge of application of Open-Source Software such as Dspace, Koha, Content Management System (CMS), Reference Management Tools, Relational Database Management System (RDBMS), HTML/CSS, etc.

Good Knowledge of bibliographic data conversion an MARC21

**Experience:**

After Degree 5 years' experience in relevant field.

**Age:**

Preferably below 35 Years.