

Librarian / Dy. Librarian

QUALIFICATIONS & ELIGIBILITY CRITERIA

Essential:

1. Master's degree in Library Science /Information Science with at least 55% of the marks or its equivalent grade for 55% where grading system is practiced.
2. A Ph.D. degree in the above discipline and / or allied discipline with a consistently good academic record;
3. A minimum of 15 years of teaching/librarian experience of which at least 5 years experience as a Deputy Librarian in a University Library or 10 years' experience as Assistant Librarian in the University or as College Librarian.
4. Evidence of innovative library service and organization of published work and ICT modernization of library.
5. Evidence of published work with a minimum of 5 books and / or publications in indexed/ISBN/ISSN numbered journals/books and University developed ISBN/ISSN numbered list of journals hosted on the website of the concerned University.

Desirable:

1. Candidates with experience in a well computerized library of Technical Institute with strength of more than 3500 students, shall be given preference

Salary:

Best in industry commensurate with qualifications and experience

Pay Band and Grade Pay	Librarian	(37400-67000 GP 10000)
Pay Band and Grade Pay	Dy. Librarian	(15600-39100 GP 8000)

Registrar

Profile and Activities Librarian/ Dy. Librarian

1. Management, planning and monitoring of Library
2. Well demonstrated capability to handle multi location / Multi Campus libraries
3. Self motivated and creative person with dynamism and leadership qualities, capable of handling large library
4. Demonstrated capability to set up a new library
5. Demonstrated experience in Management of Digitised Library
6. Management of Journals and Periodicals
7. Development and digitisation of the library resources
8. Well versed and capable of training and guiding the staff in use of Library related Software.
9. Ensure a team of qualified professionals to implement and provide proper services to library users
10. Management, supervision of housekeeping, shelving and shelf reading functions.
11. Plan, budget for purchase of books, print journals, e-journals and other resources as per the requirement and needs of users of library.
12. Stock verification, stock revision and disposal of the withdrawn material and getting it written off from BOG
13. Monitoring expenditure of books and journals.
14. Arrange regular awareness programmes for students and faculty members.
15. Plan and manage public services (circulation, reference and reprography) Library.
16. Organise user orientation programs.
17. Liaison and guide all the section in charge in library so as to understand all necessary aspects and needs, and also to ensure they are fully informed of all the objectives, purposes & achievements
18. Upgrade the capability of the library staff through technical/functional and behavioural trainings.
19. Provide high quality state of the art services to Library Users (faculty, students –UG, PG, research scholars and paid members).
20. Liaise with departments/schools/sections/units of the university and libraries of other universities etc.
21. Maintenance of statistical data
22. Provide latest and good collection for the users of library with regular feedbacks from students and faculty

Registrar