

Job Description

Job Title : Jr. Library and Information Assistant **Job Location** : Patiala / Derabassi

Position Reports To : Deputy Librarian

Main Purpose

The purpose of the position is to handle day to day technical and operational activities of the fully automated library and information center. The role includes cataloguing, classification, circulation student engagement and resource management. The candidate may also work in shift duties as per the library operational hours.

Qualification	<ul style="list-style-type: none">• A Bachelor/Master degree in Library Science/ Information Science or Documentation Science or an equivalent professional degree with at least 55% marks• A consistently good academic record with knowledge of computerization of library.
Experience	2-5 years of experience in libraries preferably of an Engineering Institution
Competency	<ul style="list-style-type: none">• Good Communication skills (Hindi, English and or Punjabi).• Knowledge of Computer Operation• Knowledge of Library Automation Software

Specific Accountability & Job Responsibility

- Technical activities: Cataloguing, classification and labeling of material (books, journals, magazines, etc., including pasting and minor repair work of books, thus preparing them for use.
- Organize all library materials so they are easy to locate and maintain collections
- Develop and index databases of library materials
- organize materials to make it easy for users to find information.
- Assist students, faculty, and staff in the retrieval of material
- Floor management
- Shelving of the books

Compensation

- Compensation will not be a constraining factor and will be the best in the sector.
- Interested candidates can send CVs by email (amandeep.dhot@thapar.edu) positively by 10th Feb 2020.