Library Assistant

Remuneration: Consolidated salary of Rs. 15,000/- per month

No. of Post: Two (Unreserved)

Nature of Appointment: Purely on contractual basis

Duration: Three months only beginning from May 01, 2019

Age Limit: 25 years (Relaxation as per Govt. of India norms)

Qualification & Experience: Graduate in any discipline and Masters Degree in Library and Information Science (M.Lib. & I.Sc.) from a recognized university with first class. (Preference will be given to Science Graduate). Sound working knowledge of basic IT Tools, familiarity with web based information resources, knowledge of Library Management software and e-resources. Good English communication skills (oral and written).

At least one year working experience in a library environment with Information Technology based applications.

Nature of Work:
1. The nature of work will include handling various library housekeeping processes, both, traditional and automated using SLIM21 library software, work processes at the library counter.
2. The selected candidates will be required to work in shifts (noon to late evening) or (afternoon to mid-night) on Saturdays, Sundays and holidays as per library requirement.

Last date of application: April 19, 2019