

## Job Description

**Job Title** Assistant Librarian (Academic/Subject Support Services) **Job Location** Patiala  
**Position Reports To** Librarian

### Main Purpose

Assistant Librarian (Academic / Subject Support Services) analyze information requests to determine which materials will best meet the students’ needs for a particular subject. These librarians collect, organize and classify books, journals, audio visual and other materials relevant to subject being taught in engineering disciplines. These librarians may also work with outside groups or committees to determine the needs of the research and subject support in terms of acquiring books and other information materials. The incumbent must be adept at using computers, doing online research, and creating and maintaining electronic database.

Qualification	<ul style="list-style-type: none"> <li>• Master’s degree in Library Science/ Information Science or Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in scale wherever grading system is followed)</li> <li>• A consistently good academic record with knowledge of computerization of library.</li> <li>• National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET</li> <li>• Have been awarded a Ph.D. Degree in accordance with the University Grant Commission (minimum Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.</li> <li>• Degree/Diploma in Computer Application, knowledge of Database Management System, Website Design, Computer Programming (<b>Desirable</b>)</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Candidate must have at least Five Years of Experience in Engineering Institute of Repute as a Senior Library and Information Assistant.</li> <li>• Candidate must have a thorough knowledge of the Engineering related resources and services.</li> </ul>
Competency	<ul style="list-style-type: none"> <li>• Good Communication skills (Hindi, English and or Punjabi).</li> <li>• Knowledge of Computer Operation</li> <li>• Knowledge of Library Automation Software</li> </ul>

### Specific Accountability & Job Responsibility

- To interact with the academic community of the Institute in order to determine their requirements of reading materials, and acquires the same for the library.
- Analyse the curriculum of the Institute time to time and ensure the availability of the books in the library.
- To look overall activities of the Acquisition and Technical Section.
- Monitoring classifications and cataloguing of the resources.
- Act as the liaison between the Librarian/Deputy Librarian and staff for communication purposes and supervise the activities of section
- To attend correspondence relating to the section
- Any other duties assigned from time to time.

### Compensation

- Compensation will not be a constraining factor and will be the best in the sector.
- Interested candidates can send CVs (positively by 5<sup>th</sup> March 2023. To apply please click the link. <https://forms.gle/bNsiiUYcnTHiNxNp9>