

Job Description

Job Title Assistant Librarian (Research Support Services)

Job Location Patiala

Position Reports To Librarian

Main Purpose

This is a strategically important role that will help improve the Institute’s research environment, manage the Institute's publishing, & provide expert advice & guidance on scholarly communications & the duration & visibility of research outputs. The position is based in Learning Services and its primary goal is to manage research services.

Qualification	<ul style="list-style-type: none"> • 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) • A consistently good academic record with knowledge of computerization of library. • National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET • 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. • Degree/Diploma in Computer Application, knowledge of Database Management System, Website Design, Computer Programming (Desirable)
Experience	<ul style="list-style-type: none"> • Candidate must have at least Five Years of Experience in Engineering Institute of Repute as a Senior Library and Information Assistant. • Candidate must have a thorough knowledge of the Engineering related resources and services.
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

- Design and develop a research support framework
- Refine and further develop, in collaboration with suppliers, the current institutional repositories to cater for future research demands and evolving standards
- Develop Institute-specific guideline on good research data practices, ensuring that Research Data Management (RDM) is integrated with existing research information management and publications systems
- Develop, promote and contribute to a research support advisory service to academic colleagues on all aspects of the scholarly communication and publication processes
- Take a strategic lead on the development of research collections and systems, in collaboration with the Information Resources team
- Offer an advisory service on good practices in research data management including providing advice on data citation, licensing, copyright and IPR issues relating to RDM and assisting with the writing of data management plans and reports
- Develop and assist in the delivery of a co-ordinate programmed of advocacy and training events for research staff, students, and support staff.
- Able to create, develop and manage research support services website

Compensation

- Compensation will not be a constraining factor and will be the best in the sector.
- Interested candidates can send CVs (positively by **5th March 2023**). To apply please click the link. <https://forms.gle/FRbR48ofHyCQWhqk6>