Job Description

Job Title: Jr. Information Scientist   **Location: Patiala**

Reports to: Head NNCL, Deputy Librarian, Information Scientist, Assistant Librarian

Main Purpose

The purpose of this position is to manage e-services, digital resources management, e-content management, to handle and administer remote access services, ILMS, and other open-source software's, to manage Kiosks – self-check-in, book drop, OPAC, to handle surveillance systems, to work on digital media-its designing and dissemination. Able to handle ICT in all library domains.

Qualification	Masters in Library and Information Science (MLIS) with Bachelor's Degree in IT.
Experience	At least 10-15 years' experience of the fully automated library of an Engineering Institution.
Competency	• Good Communication skills (Hindi, English, and or Punjabi). • Knowledge of Computer Operation • Knowledge of Library Automation Software

Specific Accountability & Job Responsibility

- Working knowledge of Library Management System particularly the experience of KOHA Server handling. Back-end task management.
- Creation and Maintenance of Digital Repository preferably Dspace, Knowledge of Metadata creation.
- Proficiency in Information Retrieval from e-Resources.
- Handling the databases. SQL queries handling (generation and troubleshooting)
- Website Management with webserver knowledge, web hosting, and working knowledge of HTML, PHP, CSS, WORDPRESS, etc.
- Experience in Video hosting and dissemination to users.
- Experience in backup management (Backup and Recovery).
- Experience in scanning and digitization, knowledge of its hardware and software. Experience in handling Barcode software.
- Handling the RFID applications and management of Library Self-check and Drobox.
- Experience in Hardware Troubleshooting.
- Ability to manage Digital signage. Experience in digital media handlings like photography and video editing.
- Leadership & ability to work in teams.

Compensation

- Compensation will not be a constraining factor and will be the best in the sector.
- Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) positively by **15th Dec 2021**

Note: Kindly fill the form attached below along with your CV.
*   CVs will not be entertained without the filled form attached below.*

1. Personal Details

Candidate Full Name	:
Date of Birth	:
Father's Name	:
Nationality	:
Gender	:
Marital Status	:
If Physically Handicapped (Type of Disability)	:
If Physically Challenged (%of Disability)	:

2. Communication Details:

Address for Correspondence:

Email ID :
Mobile Number :

Permanent Address :

Email ID :
Mobile Number :

3. EDUCATIONAL QUALIFICATIONS

NAME OF THE BOARD	YEAR	% OF MARKS OR CGPA	CLASS/DIV/GRADE	Remarks

4. PROFESSIONAL QUALIFICATIONS

NAME OF THE BOARD	YEAR	% OF MARKS OR CGPA	CLASS/DIV/GRADE	Remarks

5. PRESENT ASSIGNMENT

Designation	:
Name of the Organization	:
Date of Joining	:
Nature of Appointment	:
Basic Pay Per Month	:
Pay Band	:
GP/AGP	:
Gross Salary Per Month	:

6. Past Work and Experiences (in Chronological Order) (Total Experience:)

Designation	Employer Name	Pay Scale		Nature of Appointment	Period of Service		
		PB	GP		From	To	Period

7. PROFICIENCY IN COMPUTING APPLICATION:

8. ANY OTHER EXPERIENCE /ACHIEVEMENT/QUALIFICATION CONSIDERED TO BE RELEVANT TO POST APPLIED FOR

9. Technical Details

Parameter	Y/N	Details with URL
Website Handling		
Server Management with details of LMS		
IR Experience (Esp. Dspace)		
Back-End Database Management		
Experience of Scanning		
Other		

Attacheda separate sheet if needed.

10. REFERENCES

Reference 1

Name   :
Contact Address   :
Email: :
Phone (Mobile)   :

Reference 2

Name   :
Contact Address   :
Email: :
Phone (Mobile)   :

Date:

Place:

Signature of the Candidate