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

Thapar Institute of Engineering & Technology
Deemed to be University

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