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.

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<tr>
<th>Qualification</th>
<th>Masters in Library and Information Science (MLIS) with Bachelor’s Degree in IT.</th>
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<tr>
<td>Experience</td>
<td>At least 10-15 years’ experience of the fully automated library of an Engineering Institution.</td>
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| 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 handleings 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

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<tr>
<th>NAME OF THE BOARD</th>
<th>YEAR</th>
<th>% OF MARKS OR CGPA</th>
<th>CLASS/DIV/GRADE</th>
<th>Remarks</th>
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4. PROFESSIONAL QUALIFICATIONS

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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 : 


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<tr>
<th>Designation</th>
<th>Employer Name</th>
<th>Pay Scale</th>
<th>Nature of Appointment</th>
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7. PROFICIENCY IN COMPUTING APPLICATION:

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

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<tr>
<th>Parameter</th>
<th>Y/N</th>
<th>Details with URL</th>
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<tbody>
<tr>
<td>Website Handling</td>
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<td>Server Management with details of LMS</td>
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<td>IR Experience (Esp. Dspace)</td>
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<td>Back-End Database Management</td>
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<td>Experience of Scanning</td>
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<td>Other</td>
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Attached a 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