

## Job Description

**Job Title**                      **Jr. Library and Information Assistant**                      **Job Location**    Patiala

**Position Reports To**    Deputy Librarian

### Main Purpose

The purpose of the position is to handle day to day technical and operational activities of the fully automated library and information center. The role includes cataloguing, classification, circulation student engagement and resource management. The candidate may also work in shift duties as per the library operational hours

Qualification	<ul style="list-style-type: none"> <li>• A Bachelor/Master degree in Library Science/ Information Science or Documentation Science or equivalent professional degree with at least 55% marks</li> <li>• A consistently good academic record with knowledge of computerization of library.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• 2-5 years of experience in libraries preferably of an Engineering Institution</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

- Technical activities: Cataloguing, classification and labeling of material (books, journals, magazines, etc., including pasting and minor repair work of books, thus preparing them for use.
- Organize all library materials so they are easy to locate and maintain collections
- Develop and index databases of library materials
- Organize materials to make it easy for users to find information.
- Assist students, faculty, and staff in the retrieval of material
- Floor management
- Shelving of the books

### Self-Management

- Self-motivated individual who can work seamlessly with all existing team colleagues and all stakeholders (internal & external) with effortless ease
- Confident, assertive and persuasive with excellent oral and written communication skills
- Able to work well under pressure & beyond official timelines as may be required for the placement process

### 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 **15<sup>th</sup> Dec 2021**

**Note: Kindly fill the form attached below**

**APPLICATION FORMAT FOR THE POST: JUNIOR LIBRARY & INFORMATION ASSISTANT****1. Personal Details**

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

**4. PROFESSIONAL QUALIFICATIONS**

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

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**5. PRESENT ASSIGNMENT**

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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: )**

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

**7. PROFICIENCY IN COMPUTING APPLICATION:**

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

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## 9. REFERENCES

### Reference 1

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

### Reference 2

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

**Date:**

**Signature of the Candidate**

**Place:**

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