भारतीय जन संचार संस्थान
(सूचना एवं प्रसारण मंत्रालय, भारत सरकार)
अरूणा आसफ अली मार्ग, नई दिल्ली–110067

INDIAN INSTITUTE OF MASS COMMUNICATION
(MINISTRY OF INFORMATION AND BROADCASTING, GOVT. OF INDIA)
ARUNA ASAF ALI MARG, NEW DELHI-110067

File No. V/1308/2018

Date: 6/6/2019

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Shri Dheeraj Singh Negi has been working as Library Assistant in the Library of this Institute on contract basis since 22nd November 2017 to 31st July 2018 as a Library Information Assistant (with a day's break on 22nd May 2018) and as Library Assistant w.e.f. 1st August 2018 onwards till date. His main responsibilities are as under:-

I. Operating and Updating records of Acquisition, Cataloguing, etc. through Library software.
II. Maintaining stock of Library (Print Journals &Books).
III. Managing and maintaining E-Resouces (E- Journals, E-Books and other document) of Library.

2. During the above period his work was found to be satisfactory.

Anima Ekka
Assistant Registrar

Telephone Nos.: 26742920/940/960, 20741916/987, 26742239, 26741522/537 Fax.: 91-11-26742462, 26741268, Website: www.iimc.gov.in

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