भारतीय प्रौद्योगिकी संस्थान जोधपुर
स्थापना कार्यालय (गैर-संकाय)
प्रशासनिक खंड (पूर्व), चाणक्य भवन
नागौर रोड, करवड़, जोधपुर (राज.) – 342030
दूरभाष: (0291) 280 1093
ईमेल: *office_establishment_e2@iitj.ac.in*

Indian Institute of Technology Jodhpur
Office of Establishment (Non-Faculty)
Admin Wing (East), Chanakya Complex
Nagaur Road, Karwar, Jodhpur (Raj.) -342030
Phone: (0291) 280 1093
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बैकुण्ठ नाथ साहु
सहायक कुलसचिव (स्था.-गैर संकाय)

सं.: भा.प्रौ.सं.जो./ कार्य.(स्था.)/2025-26/.812
दिनांक : 04/09/2025

Experience Certificate

This is to certify that **Ms. S. Lubisa Chawang (P.F. No. N0030) D/o Shri NG Shakpa** has worked as a **Young Library Associate** at the Indian Institute of Technology Jodhpur from 28.05.2024 to 27.05.2025 (AN). Her employment details are as follows:

1	Designation	:	Young Library Associates
2	Nature of Employment	:	Temporary
3	Date of Joining	:	28.05.2024
4	Date of Relieving	:	27.05.2025 (A/N)
5	Experience	:	01 Year
6	Remuneration	:	25,000/- per month (Consolidated)
7	Place of Posting	:	Office of Library
8	Roles & Responsibility	:	As per **Annexure "A"**

It is certified that above facts and figures are true and based on service records available in this organization.

04/09/2025

(बैकुण्ठ नाथ साहु/Baikuntha Nath Sahu)
सहायक कुलसचिव (स्था.-गैर सं.)/Assistant Registrar (E-NF)

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Indian Institute of Technology Jodhpur
राजस्थान / Rajasthan

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दिनांक : 04/09/2025

Annexure "A"

This is to certify that **Ms. S. Lubisa Chawang D/o NG Shakpa** has successfully completed her ***Young Library Associateship*** with the S. R. Ranganathan Learning Hub at the Indian Institute of Technology Jodhpur, from **28th May 2024 to 27th May 2025**. During this period, she has been reported to have obtained experience in the following areas:

1. Handled circulation, member services, and technical processing of books using the RFID-enabled Library Management System (Koha).
2. Assisted the library users in self-service at the RFID-enabled kiosk and book drop.
3. Supported the Acquisition Section for the procurement of books and other resources.
4. Assisted the library users in accessing electronic resources.
5. Assisted in the compilation and verification of research profile data for IRINS. This included verifying the accuracy of metadata and thorough cross-checking of publications, patents and other scholarly works of Faculty Members.
6. Assisted in Inter-Library Loan & Document Supply services; and
7. Assisted in Thesis splitting and uploading to the Shodhganga and Bodhivriks IIT Jodhpur Theses repositories

She has also been reported to show a special flair for handling library services during extended hours, besides being punctual and hardworking, and her performance has been satisfactory.

We wish her every success in her life and career.

04/09/2025

(बैकुण्ठ नाथ साहु/Baikuntha Nath Sahu)
सहायक कुलसचिव (स्था.-गैर सं.)/Assistant Registrar (E-NF)

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