CURRICULUM VITAE



GAURAB KUMAR SAHU

Current Position: Young Professional (Library), LBSNAA, Mussoorie
Former Library Intern: Indian Institute of Technology Delhi
Master of Library and Information Science- Central University of Haryana
Contact No (M): 6370564012
Email ID- gaurabkumar.lib@gmail.com

❖ Career Objective:

To work in a highly motivated environment to showcase the extensive experiences and knowledge gained in Library and Information Science so far. Being a dynamic and self-driven professional, I would like to follow my passion and make the best use of my interpersonal skills to achieve the goals of the institute or organization that focuses on providing services to end-users.

❖ Workplace Skills:

- Knowledge in extracting data from Scopus and Web of Science.
- Knowledge of research Metrix (H-Index, Citation, i-10 Index, Impact factor, Cite Score Etc.)
- Experience in working with automated library management systems.
- Knowledge of KOHA-ILS integrated with RFID Technology.
- Effective procurement of E-resources, Books and Magazines/Journals, Discounts and Billing.
- Advanced knowledge in Microsoft Office including Word, Excel, and PowerPoint.
- Plagiarism software Turnitin.
- Knowledge of Canva, ChatGPT etc.
- Target-based work assigned and ability to complete the works.
- Communication and Project Management.
- Highly Motivated and eager to Learn New Things.
- Leadership and Teamwork.
- Effective communication skills and ability to work as a team member and independently.

❖ Educational Qualification:

- **MLISc (Master of Library and Information Science)** **2018-2020**
  Central University of Haryana, Mahendergarh, Haryana. 74.50%

- **B.Sc. (Bachelor of Science, Hons-Physics)** **2015-2018**
  Nilamani Mahavidyalaya, Fakir Mohan University, Balasore, Odisha 57.00%

- **CHSE (Intermediate)** **2013-2015**
  CHSE, ODISHA 61.33%

- **HSCE (High School Certificate)** **2010-2013**
  BSE, ODISHA 81.16%

- **PGDCA (Postgraduate Diploma in Computer Application)** **2018**
  RP Computer &Education**,** Govt. of Odisha 75%

- **CDL (Certificate in Digital Library)** Pursuing
  Odisha State Open University

❖ Work Experience:

- **Gandhi Smriti Library, Lal Bahadur Shastri National Academy of Administration, (LBSNAA), Mussoorie, Uttarakhand** **27th Dec 2023- Till Date**
  Designation: Young professional (Library)
  Joining Date: 27.12.2023 to Till Date

Nature of Duty:

- e-Resource Division- Purchasing and management of E-resource- EBSCO, Jstore, SSC Online, Manupatra, IndiaStat, EPWRF, etc with MyLOFT management software.
- Magazines & Newspapers Purchasing, Management.
- Collection Development Division-Books procurement, Classification, Cataloguing, technical processing, RFID Integration, Billing, etc.
- Reader Service Division- Membership, Circulation, No dues Clearance (OTs, Phase Wise Participants), Shelf Management, Users and Faculty Support Services.
- Creating new Section- Sahitya Akademi, Jnanpith, Bharat Ratna , Rabindranath Tagore, PM, President, etc.
- Working on Koha Library management software, Gyan Portal, Dspace.
- Implementing LBSNAA journal "The Administrator" in OJS.
- Allotment ISBN through RRRLF for LBSNAA In- House Publication.

- **INFLIBNET CENTRE- Gandhinagar, Gujarat** **14th Dec 2023 to 22nd Dec 2023**
  Designation: Library Associate (under **E- ShodhSindhu**)
  Joining Date: 14.12.2023 to 22.12.2023

- **Central Library- Indian Institute of Technology Delhi (IIT Delhi) New Delhi** **10th Nov 2022 to 09th Nov 2023**
  Designation: Library Trainee (One Year)
  Joining Date: 10.11.2022 to 09.11.2023
  Nature of Duty**:**
  - e-Resource Division- Purchasing and management of E-resource- ACM, IEEE, EBSCO, APS, Scopus, Web of Science, MathSciNet, SciFinder, Nature, JSTOR, Project Muse, ASME, Sage Journals, Science Direct, Nexis Uni, AICTE Journals, etc.
  - Report generation through Counter-5, and preparing of statistical data of used reports.
  - Research Support Services: conduct workshops, and seminars, to help the users in making use of academic writing and research tools including Grammarly, different online bibliographic and full-text databases, eBooks, etc.
  - Working on IRINS and VIDWAN Project [INFLIBNET] to make faculty profiles, Upload their papers, articles, etc.
  - Thesis uploading on Shodhganga and Intuitional repository (D-space).
  - Working on Koha Library management software.
  - Collection Development Division-Books procurement, Classification, Cataloguing, technical processing, RFID Integration, Billing, etc.
  - Reader Service Division- Membership, Circulation, No dues Clearance (UG, PG, PhD), Shelf Management, Students and Faculty Support Services.

- **Janhit Institute of Education and Information (JIEI), Greater Noida, U.P.** **07th June 2022 to 09th Nov 2022**
  Designation: As a College Librarian (Six Months)
  Joining Date: 7.06.2022 to 09.11.2022
  Nature of Duty:
  - Library Management and Overall administration of the library.
  - Books procurement, Classification, Cataloguing, technical processing.
  - Membership, Circulation, No dues Clearance, Shelf Management, Students and Faculty Support Services.
- **Central Library, Fakir Mohan Autonomous College** **2019**
  Designation: Library Intern, One Month- Summer Internship
- **Central Library, Central University of Haryana (CUH)** **2019**
  Designation: LIS student- 6 Months, During MLISc.

❖ Library and Information Science & Technical Skills:

- Classification Schemes : UDC, DDC & CC
- Cataloguing : MARC 21 & Copy Cataloguing
- ILMS : KOHA and Libsys
- Institutional Repository : DSpace
- Reference Management Software: Zotero & Mendeley
- Style Guide : APA & MLA
- Databases : Scopus & Web of Science and many others.

❖ Dissertation:

- Submitted the dissertation on the title "***An Analytical Study of UGC-CARE List of LIS Journals***" as a part of the MLISc course curriculum under the supervision of **Prof. Dinesh Kumar Gupta (Prof.-DLIS, CUH).**

❖ Conferences/ Workshops:

- 34thIATLIS National Conferences, 2018 at the Central University of Haryana.
- National workshop on intellectual property rights: Awareness and implementation in 2020(CUH).
- Mapping of Scholarly Output and its Impact using Open Source Software in IIT Delhi, 2023.
- Science Communication: Research Productivity and Data Analytics using Open Source Software in IIT Delhi through NPTEL, 2024.
- Summer School on Building Next Gen Digital Repositories (DSpace) at IIT Delhi, 2024.

❖ Personal Information:

- Date of Birth : 20th June 1998
- Father Name : Kamal Lochan Sahu
- Mother Name : Indubala Sahu
- Caste Belongs to : OBC (Non-Creamy Layer)
- Marital Status : Single
- Religion : Hindu
- Languages Known : Odia, Hindi & English
- Hobbies : Cooking, Teaching, Volleyball Playing & Travelling, etc.

❖ Address Details:

- **Present Address**: Gaurab Kumar Sahu,
  Gandhi Smriti Library, Lal Bahadur Shastri National Academy of Administration,
  (LBSNAA), Mussoorie, Uttarakhand, 248179, Mob- 6370564012
- **Permanent Address**: Gaurab Kumar Sahu, S/O- Kamal Lochan Sahu,
  At- Bhairangi, Po- Raghabpur, Ps- Rasgovindpur
  Dist- Mayurbhanj, Odisha, Pin-757052, Mob- 6370564012

❖ References:

- **Dr. Mohit Garg**
  Assistant Librarian (SS), Central Library. IIT Delhi
  gargmohit@library.iitd.ac.in

- **Mr. Rajender Singh Bist**
  ALIO, Gandhi Smriti Library, LBSNAA, Mussoorie
  rajenders.bist70@gmail.com

❖ DECLARATION:

I hereby declare that all the facts stated above are true, complete, and correct to the best of my knowledge and belief.

Date: 12.06.2026
Place: Mussoorie

Gaurab Kumar Sahu