RAHUL VERMA

Library Information Assistant



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New Delhi

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PROFESSIONAL SUMMARY

Library and Information Science professional with over three years of experience in academic and technical libraries. Currently serving as a Library & Information Assistant at the National Institute of Technology Delhi (NIT Delhi), with expertise in library administration, acquisition, cataloguing, circulation, serials management, reference services, and digital library operations. Proficient in library automation systems, metadata standards, and research support, with a strong commitment to delivering efficient, user-focused library services.

PROFESSIONAL EXPERIENCE

Central Library- National Institute of Technology Delhi — May 2024 – present

Library & Information Assistant

- Manage acquisition and procurement of print and electronic library resources.
- Facilitate remote access to subscribed and ONOS e-resources through the INFED (Shibboleth).
- Supervise circulation activities including issue, return, renewal, reservation, and overdue management.
- Handle serials management including subscription monitoring and record maintenance.
- Provide reference and research support services to faculty members, research scholars, and students.
- Assist users in accessing print, electronic, and online information resources.
- Maintain library records and documentation efficiently.
- Assisting in the acquisition and collection development of academic, reference, and Rajbhasha Hindi books.
- Coordinate with vendors and publishers regarding procurement and subscriptions.
- Assist in overall library administration, inventory verification, and policy implementation.
- Perform cataloguing and classification of books, and ensure smooth day-to-day functioning of library operations.

Central Library- National Institute of Technology Delhi — May 2023 – April 2024

Library Trainee

- Assisted in Acquisition and accessioning of library resources.
- Performed cataloguing and classification using standard library practices.
- Managed circulation transactions and user records.
- Worked with serials control and documentation.
- Supported faculty and students with literature searches and reference services.
- Assisted in procurement of library resources.
- Maintained digital and physical records.
- Resolved patron queries and provided information services.
- Assisted in library automation and technical services.

Aakash Institute of Medical Sciences, Nalagarh, HP — March 2023 – April 2023

Librarian

- Independently managed overall library administration.
- Organized library collections for efficient retrieval.
- Supervised circulation and user services.
- Maintained accession records and library documentation.
- Assisted students and faculty in locating academic resources.
- Ensured proper maintenance of library collections and reading facilities.

Himachal Pradesh University (HPU) — December 2021 – January 2022

Library Intern

- Assisted in technical processing of library materials.
- Learned practical applications of cataloguing and classification.
- Observed academic library management practices.
- Gained practical exposure to university library operations.

EDUCATION

2022	**Master of Library and Information Science** Central University of Himachal Pradesh, Dharamshala, H.P	**73.08%**
2020	**Bachelor of Library and Information Science** Indira Gandhi National Open University, Delhi	**60%**
2018	**Bachelor of Arts (Honours)** Lalit Narayan Mithila University, Kameswarnagar, Darbhanga	**59.60%**
2015	**Senior Secondary (XII)** B.S. College, Karua, Samastipur (Bihar School Examination Board)	**69.40%**
2013	**Secondary (X)** Holy Mission High School Samastipur, Bihar (Central Board of Secondary Education)	**81.70%**

TECHNICAL SKILL AND CERTIFICATION

Jul 2018 – Jun 2019	**Diploma in Computer Application** with a grade of A from **Networking Information and Computer Studies.**	**New Delhi**
2024	Pursuing **Post Graduate Diploma in Automated and Digital Library Management (PGDADLM)** from University of Delhi.	**New Delhi**

WORKSHOPS AND SEMINARS ATTENDED

- National Seminar (Online Mode) on Plagiarism and Software Tools and E-Resources and its Utilization. Organised by S R Ranganathan Library Studies (Central University of Himachal Pradesh).
- National Webinar on "Management of E-Resources in Libraries" by Telangana Library Association, Hyderabad.
- National Workshop Sponsored by ORCID on User Awareness Programme on ORCID, IRINS and INFLIBNET Services for Scholarly Communities jointly organized by INFLIBNET Centre, Gandhinagar, Gujarat in collaboration with The LNM Institute of Information Technology, Jaipur, Rajasthan.

LIBRARY & INFORMATION SCIENCE SKILL

- Classification and Cataloguing:- DDC, MARC 21 and AACR 2
- Library Automation & ILMS:- KOHA and LIBSYS 10
- Digital Library & Institutional Repository:- DSpace
- Office Productivity:- Microsoft Office and LibreOffice
- Plagiarism Detection Software:- Turnitin
- Operating Systems:- Windows, Mac OS and Linux
- Bibliographic Databases:- Scopus and Web of Science
- Graphic & Design Tools:- Canva and Adobe Photoshop

WORKPLACE SKILLS

- Time Management
- Interpersonal Skill
- Self-Confidence
- Communication
- Teamwork
- Data Organisation and Management
- Research and Information Retrieval
- Problem Solving and Critical Thinking
- Curriculum Development
- Project Coordination

PERSONAL INFORMATION

- **Date of Birth:** 5th October 1998
- **Nationality:** Indian
- **Father Name:** Suresh Prasad Verma
- **Mother Name:** Sunaina Sinha
- **Marital Status:** Single
- **Hobbies:** Cooking and Travelling

LANGUAGES KNOWN

- English
- Hindi
- Maithili

ADDRESS DETAILS

Present Address

Rahul Verma

Central Library, Academic Block, National Institute of Technology Delhi,
Zone P1, Plot No. FA7, GT Karnal Rd, Delhi-110036

Permanent Address

Rahul Verma

Vill.:- Rampura, P.O.:- Gopalpur, P.S.:- Kalyanpur
Distt.:- Samastipur, Bihar, 848102

CAREER OBJECTIVE

To contribute my knowledge, technical expertise, and professional experience in Library and Information Science to a progressive academic or research institution. I aspire to leverage modern library technologies, digital information systems, and user-centric services to support teaching, learning, and research while continuously enhancing my professional competencies and contributing to organizational excellence.

DECLARATION

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



Rahul Verma
New Delhi, 04-08-2026