MAHENDRA SINGH GURJAR



Library & Information Science Professional

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PROFESSIONAL SUMMARY

Disciplined and organized **Library & Information Science Professional** with a Master's degree (MLIS). Proficient in core library operations including Acquisition, Cataloging, Classification (CC & DDC), Circulation Management, and General Library Administration. Practical knowledge of Koha ILS software and basic digital record-keeping. **RS-CIT** (VMOU Kota) certified. Recipient of the prestigious **President's Scout Award**, demonstrating strong leadership, discipline, and high ethical standards. Dedicated to streamlining library operations and assisting readers effectively.

EDUCATIONAL QUALIFICATIONS

Degree / Qualification	Board / University	Year	Marks / Grade
Master of Library & Information Science (MLIS)	UPRTOU, Prayagraj	2026	67.50% (1st Div)
Bachelor of Library & Information Science (BLIS)	University of Rajasthan, Jaipur	2025	66.70% (1st Div)
Diploma in Library & Information Science (DLIS)	VMOU, Kota	2024	68.50% (1st Div)
RS-CIT - Information Technology & Computer Skill	VMOU, Kota (RKCL)	2017	Passed
B.Sc. B.Ed. (4-Year Integrated Course - PCM)	University of Rajasthan, Jaipur	2024	67.49% (1st Div)
Higher Secondary (12th - Science Maths/PCM)	BSER, Rajasthan	2020	80.00% (1st Div)
Secondary (10th - All Subjects)	BSER, Rajasthan	2018	88.83% (1st Div)

TECHNICAL SKILLS & CERTIFICATIONS

- **IT & Computer Proficiency:** RS-CIT certified (VMOU Kota / RKCL), MS Office (Word, Excel, PowerPoint), Internet Research, and basic OS operations.
- **Library Software & IT Skills:** Hands-on knowledge of Koha ILS operations, Library Management modules, and digital record-keeping.
- **Core Library Work:** Book Classification (Colon Classification & DDC), Cataloging (AACR-2 & CCC), Circulation Counter management, Shelving, and Reference Services.

HONOURS, AWARDS & SEMINARS

- **President's Scout Award (Rashtrapati Scout Award):** Awarded by the President of India for outstanding leadership and dedicated service in scouting.
- **Rajyapal Scout Award (State Award):** Honoured at the state level for distinguished achievement in scouting.
- **Koha Admin Training Certificate:** Successfully completed administrative & operational training in Koha ILS (December 2024).
- **National Webinar 1:** Role of Libraries in Promoting Indian Knowledge System and AI Services (Government College Shamshabad, Nov 2025).
- **National Webinar 2:** Changing Role of Libraries in Implementation of NEP 2020 (Government College Udaypura, Oct 2025).

KEY COMPETENCIES

- **Library Administration:** Proficient in managing daily library routine, circulation desk, and inventory control.
- **Information Support:** Skilled in guiding readers and students to relevant academic resources and reference materials.
- **Professional Aptitude:** Strong organizational abilities, team coordination, discipline, and effective communication skills.

ACADEMIC REFERENCES

Dr. Santosh Singh
Assistant Professor, Dept. of Library & Info Science
Univ. of Rajasthan, Jaipur | Ph: 9040022440

Dr. Mamta Singh
Assistant Professor, Dept. of Library & Info Science
Univ. of Rajasthan, Jaipur | Ph: 9460136688

PERSONAL DETAILS

- **Father's Name:** Mr. Ramphool Gurjar
- **Languages:** Hindi, English
- **Nationality:** Indian