THE LNM INSTITUTE OF INFORMATION TECHNOLOGY, JAIPUR

Job Description: Library Trainee, LNMIIT, Jaipur

JOB TITLE	**Library Trainee**	**DEPARTMENT**	Library
REPORTS TO	Librarian	**SUBORDINATES**	--
LOCATION	Jaipur	**DIVISION**	Non-Teaching (NT)
EMPLOYMENT TYPE	Purely on Contract		

RESPONSIBILITIES

- Shelving and Shelf Reading
- Circulation Desk Duty, including Saturday/Sunday/ holiday and shift duties
- Checking the duplicate copies of the recommended books by the faculty members
- Responsible for all jobs involved in the display of Pick of the Week and New Arrivals in the library.
- Assist in updating the Notice Boards on a regular basis
- Checking the library website for all possible updates.
- Classification and cataloguing of all types of materials under the supervision of senior staff
- Co-ordination for procurement/licensing of all e-resources.
- Identification and procurement of all materials required and uploading them on IR under the guidance of the senior staff
- Responsible for updating the records /operating the Library Management System KOHA, including Acquisition, Catalogue, Journal and related modules.
- Carrying out activities related to Inter Library Loan and Article Request Service under the guidance of Senior staff.
- Processing all Donated books, Question Papers and uploading them on LMS and IR as and when received.
- Ensure all materials (Books)ordered are received on time and payments are made.
- Look at the requirements of stationery material for the library
- Maintaining statistics of Book Issues and Database usage on a quarterly basis.
- Assist in social media-related work
- Any other work assigned by the Librarian/ senior staff from time to time.

QUALIFICATIONS

Essential Qualifications:

1. Students who have Post Graduate in Library & Information Science (M.Lib. & Sc.) with Regular Course with First Class may kindly apply. Students who have appeared for final exam and awaiting results may also apply but must produce the final marks sheet at the time of Interview, as proof for having passed the examination with First Class.

2. Good working knowledge of computer / MS Office and other library management tools, Library Open Source Software.

3. Good written and oral communication skills in English and Hindi

Working Hours: 8 hours a day and six days a week. The selected candidates are expected to do late duty hours in the library as and when required.

Age : Not exceeding 26 years as on the last date of application submission

27/7/2026