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

RESPONSIBILITIES

Key Activities

- 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 the 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 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 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 of all Donated books, Question Papers and uploading them on LMS and IR as and when received
- Ensuing all materials (Books)ordered are received well in time and payments made
- Look at the requirement of stationary 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:

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

II. Basic working knowledge of computer / MS Office and other library management tools, Library Open-Source Software, Good written and oral communication skills and working knowledge of computerization of the Library.

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