THE LNM INSTITUTE OF INFORMATION TECHNOLOGY, JAIPUR

Job Description: Library Information Assistant

JOB TITLE	**LIA-Library Information Assistant**	**DEPARTMENT**	Central Library
REPORT TO	Librarian	**SUBORDINATES**	
LOCATION	LNMIIT, Jaipur	**DIVISION**	Non-Teaching (NT)
EMPLOYMENT TYPE	Contractual		

RESPONSIBILITIES

Key Responsibilities:

- Managing Digital Library Services / Section,
- Maintaining Institute Research Publications/faculty publication and data updation/ Create, manage and update IRINS & Vidwan,
- Design, development and management of Institutional Repository- DSpace
- Assist in Library Automation using KOHA, RFID and ICT Services,
- Procurement and Management of E-resources/Databases
- Managing Remote access services - Shibboleth
- Managing Ph.D., MTech, and BTP theses/reports archive and providing seamless access through IR (Dspace)
- Assisting in maintaining the library website and developing and maintaining the interactive library portal.
- Research support services such as Anti-plagiarism, Bibliometric, Citation, H-index, author profile, Research tools, Research Digest etc.
- Producing Bi-Annual Library Newsletter
- Assist in developing Library manual, User Guides, Staff training sessions, and Orientation sessions,
- Assistance to Assistant Librarian and Librarian as and when required.
- Promoting Library resources, services, activities and events using audio-visual tools and social media platforms (LinkedIn, Facebook, Youtube, Instagram, etc).

Educational Qualification and Experience

Essential:

1. Bachelor's Degree from a recognized university with Min 55% marks
2. M.Lib. Sc. Degree from recognized university with First Class
3. Computer Application course of minimum 1 year / PG Diploma in Library Automation and Networking or PGDCA
4. 3 years' working experience in the reputed Library.
5. Good written and oral communication skills in English and Hindi.

Age:

Preferably below 40 years

27/7/2026