THE LNM INSTITUTE OF INFORMATION TECHNOLOGY, JAIPUR

Job Description: Assistant (Library)

JOB TITLE	**Assistant (Library)**	**DEPARTMENT**	Library
REPORTS TO	Librarian	**SUBORDINATES**	
LOCATION	Jaipur	**DIVISION**	Non-Teaching (NT)
EMPLOYMENT TYPE	Contractual		

Responsibilities

1. Overdue reminders to users
2. Lost book records management
3. Overdue Fine collection for submission to the Accounts section.
4. Handling Young Learners' Library membership
5. Periodicals and Serial Control Section
6. Reminders for missing issues.
7. Entry in KOHA software; manual register.
8. Periodical display update on the shelf.
9. Handling Reference Service
10. Technical processing of books (Book entry and Tag writing)
11. Updating the OPAC
12. Maintaining Library statistics / usage reports
13. Handling the Institutional Membership and managing ILL services
14. Arranging E-books on request.
15. Shelving and book arrangements
16. Handling content updation in Dspace (Institutional Repository)
17. Acquisition work in absence of the person concerned
18. To work on the content of Newsletter.
19. Weed out of old newspapers and magazines
20. Providing support in library events and activities
21. Managing bill register
22. Managing files related to circulation and periodical section.
23. Collection and providing accreditation data.
24. Notice board updation
25. Candidate with be required to work in shifts
26. Any other tasks assigned by the Librarian

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. 2 years' working experience in the reputed Library.
4. Good written and oral communication skills in English and Hindi.
5. Computer application course of at least 1 year duration or studied computer subject as part of degree/PG level.

Age:

Preferably below 35 years

27/7/2026