

The LNM Institute of Information Technology, Jaipur

Job Description: Librarian

JOB TITLE	Librarian	DEPARTMENT	Library
REPORTS TO	Director, Chairman LAC	SUBORDINATES	Assistant Librarian
LOCATION	Jaipur	DIVISION	Non-Teaching (NT)
EMPLOYMENT TYPE	Regular / Contract	LEVEL	14

JOB PURPOSE

To advance the institute's academic and research mission by curating and providing access to information resources, supporting teaching and research activities, promoting information literacy, facilitating scholarly communication, collaborating with faculty and departments, and students, managing library operations and resources, including automation and the necessary technologies and engaging with the university community to meet the evolving needs of students, faculty, and researchers.

RESPONSIBILITIES

Roles and Responsibilities

- Collection Management
- Reference Services
- Information Literacy Instructions
- Research Support
- Technology integration
- Collaboration with Faculty
- Reference and Research Consultations
- Outreach and engagement
- Policy Development and Compliance
- Professional Development
- Collection Assessment
- Budget Management
- Library Roaster Management
- Event Management

EDUCATIONAL QUALIFICATION AND EXPERIENCE

Essential:

1. Master's Degree in Library Science/Information Science / Documentation Science with at least 60% of marks or an equivalent grade in a point scale wherever the grading system is followed.
2. A Ph.D. Degree in Library Science/ Documentation/ Archives and Manuscript keeping.
3. Evidence of innovative Library services, including the Integration of ICT in a library.

Experience:

At least 10 years as a Librarian at any level in University Library or ten years of teaching as Assistant/ Associate Professor in Library Science or ten years' experience as a College Librarian

Desirable:

Proficiency in Library Automation Software/ Applications/ ERP System, Computer word processing, Power point and Spread Sheet with Analytical skills.

Age: Preferably below 57 years.

Handwritten signature and date:
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