



Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

Job Description

About BITS, Pilani	Birla Institute of Technology & Science, (BITS Pilani) is an Institution declared as Deemed to be University under Sec. 3 of the UGC Act in 1964 and is a renowned science and technology institute. It is located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, and Hyderabad.
Industry/Service	Higher Education
Post/Job Title	Librarian
Job Type	Regular, Full time
Reporting to	Director – Pilani Campus
Will also work very closely with	Internal: Faculty, Staff and Students
No. of positions & Job Location	One Position in Pilani Campus
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none"> • Develop and implement policies and procedures w.r.t. use of library facilities, resources, equipment, and services, and provide information with all stakeholders. • Review and evaluate resource material, such as book reviews and catalogs, in order to select and order print, audiovisual, and electronic resources. • Code, classify, and catalog books, publications, films, audiovisual aids, and other library materials based on subject matter or standard library classification systems. • Locate unusual or unique information in response to specific requests. • Train and develop the team member on library operation such as receiving, shelving, researching, cataloging, and equipment use. • Develop information access aids such as indexes and annotated bibliographies, web pages, electronic pathfinders, and on-line tutorials. • Plan and deliver client-centered programs and services, storytelling for users, newsletters, or programs for special groups. • Confer with faculty, parents, and community organizations to develop, plan, and conduct programs in reading, viewing, and communication skills. • Compile lists of overdue materials, and notify borrowers that their materials are overdue. • Design information storage and retrieval systems, and develop procedures for collecting, organizing, interpreting, and classifying information. • Develop and index databases that provide information for library users. • Negotiate contracts for library services, materials, and equipment. • Provide input into the architectural planning of library facilities. • Collect and organize books, pamphlets, manuscripts, and other materials in specific fields, such as rare books, genealogy, or music. • Perform public relations work for the library, such as giving televised book reviews and community talks. • Write proposals for research or project grants.



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	<ul style="list-style-type: none">• Respond to customer complaints, taking action as necessary.• Organize collections of books, publications, documents, audiovisual aids, and other reference materials for convenient access.
Other Skill and Ability Requirements	<ul style="list-style-type: none">• Proficient in MS Office, familiarity with the use of databases and the internet• Expert level written and verbal communication skills in English.• Team working and management skills
Qualification and Personal Profile	<ul style="list-style-type: none">• Master's Degree in Library Science/ Information Science/ Documentation Science or an equivalent professional degree with at least 60% marks and 15 years of experience out of which three years of experience as Deputy Librarian, Grade-I in Academic Level-13A in similar kind of Institutions.• Desirable qualification -M. Phil/PhD Degree in Library science/ Information Science/ Documentation/ archives and manuscript-keeping/Computerization of Library. <p>Note: Relaxation in experience will be at the discretion of the institute in the case of candidate otherwise well qualified and/or experienced.</p>
Remuneration	Suitable candidate will be placed in Level 14 with a minimum pay of Rs.1,44,200/- per month plus DA, and other benefits as per Institute Norms.