



### **RECRUITMENT NOTICE**

BITS Pilani, K. K. Birla Goa Campus invites applications for the position of **Library Assistant**. The position details are as follows:

<b>About BITS, Pilani</b>	<b>Birla Institute of Technology &amp; Science, (BITS Pilani)</b> is an Institution declared as Deemed to be University under <b>Sec. 3</b> of the <b>UGC Act</b> 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.
<b>Industry / Service</b>	Higher Education
<b>Post / Job Title</b>	<b>Library Assistant</b>
<b>Job Type</b>	Regular, Full time
<b>Reporting to</b>	In-Charge – Library
<b>Will also work very closely with</b>	<u>Key Internal:</u> Faculty & Students
<b>No. of Positions &amp; Job Location</b>	<b>One Position in K.K. Birla Goa Campus</b>
<b>Principal Accountabilities &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>• Registering new book details, giving accession &amp; class numbers to books.</li><li>• Data entry in KOHA Library Management Software.</li><li>• Preparing library notices &amp; NFAs.</li><li>• Taking care of annual renewal of various journals &amp; magazines.</li><li>• Updating of journals of FTP.</li><li>• Checking duplicate books in the library management software.</li><li>• Collecting recommendations from library committee members by circulating book catalogues.</li><li>• Involvement in verification of annual library stock.</li><li>• Maintaining the library site and institutional repository.</li><li>• Assisting faculty &amp; research scholars.</li><li>• Coordinating activities of junior staff and carrying out other routine duties.</li><li>• Any other responsibility assigned by the In-Charge from time to time.</li></ul>
<b>Qualification and Personal Profile</b>	Bachelor's degree in Library Science. Prior experience in an educational institute will be preferred.
<b>Other Skill and Ability Requirements</b>	<ul style="list-style-type: none"><li>• Should be conversant with computers and MS-Office.</li><li>• Should possess effective communication skills.</li><li>• Should be able to work in a team, anticipate &amp; plan tasks and put in extra</li></ul>



**Birla Institute of Technology & Science, Pilani**  
K K Birla Goa Campus

	hours as per work demands.
<b>Compensation</b>	Suitable candidate will be placed in Level 4 with a minimum pay of Rs. 25,500/- per month plus DA and other benefits as per Institute Norms.

Applications in the prescribed format (refer [Employment Application Form](#)) may be submitted along with copies of the testimonials to the office of Dean, Administration within 16-Jan-2021 or it may be emailed to [hroffice@goa.bits-pilani.ac.in](mailto:hroffice@goa.bits-pilani.ac.in) within the due date.

Acting Dean, Administration