



Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

JOB DESCRIPTION

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| About BITS Pilani | Birla Institute of Technology & Science, Pilani has been declared as an "Institution of Eminence Deemed to be University" by the Central Government of India in exercise of the power conferred under Section 3 of the UGC Act 1956 and is a renowned science and technology institute with Its headquarter 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 | Assistant Librarian, Grade-II (Level-10A) |
| Job Type | Regular, Full time |
| Will also work very closely with | Internal: Faculty, Staff and Students |
| No. of position | One |
| Location | Pilani Campus |
| Principal Responsibilities | <ul style="list-style-type: none"> To interact with the academic community of the Institute in order to determine their requirements of reading materials, and acquires the same for the library. To provide online library support services to students. Analyze the curriculum of the Institute time to time and ensure the availability of the books in the library. To look overall activities of the Acquisition and Technical Section. Monitoring classifications and cataloguing of the resources. Act as the liaison between the Librarian/WILP Division and staff for communication purposes and supervise the activities of section. Any other duties assigned from time to time. |
| Qualifications & Experience | <p>Essential</p> <ul style="list-style-type: none"> Master's Degree in Library Science /Information Science / MS-LIS with at least 60% marks and a consistently good academic record. Applicants should possess comprehensive knowledge of computerized library services and have a minimum of five years of relevant experience in managing large Institute/University libraries. Proficiency in the applications of computer in LIS - Library Automation, Dspace, Remote access tools is a must. Additionally, a strong understanding of various ebook platforms and databases is essential <p>Desirable</p> <ul style="list-style-type: none"> Preference will be given to those who have at least 60% marks in all boards/ University examination. PG Diploma in Library Automation and Networking or PGDCA or equivalent. |
| Remuneration | Suitable candidate will be placed in Level 10A with a minimum pay of Rs. 57,700/- per month plus DA & other benefits as per Institute Norms. |