



Birla Institute of Technology & Science, Pilani

(An Institution of Eminence)
Pilani Campus

JOB DESCRIPTION

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, Hyderabad and Mumbai.
Industry	Higher Education
Job Type	Regular
Post/Job Title	Junior Library Assistant
Reporting to	Librarian, Pilani Campus
Will also work very close with	Relevant Internal & External Stakeholders.
No of positions	One
Job Location	Pilani
Principal Responsibilities	<ul style="list-style-type: none"> Assist the Librarian / Deputy Librarian in facilitating the library services to the faculty and the students. Cataloguing, classification, and technical processing of documents Automation of library services, and Standardization of metadata Development of Institutional Repository Management of the library during extended hours, and monitoring of the library facilities and services. Provide reference and information services, and documentation services to the faculty members, research scholars, and students. Providing Inter-Library Loan service. Preparation of various MIS reports Any other duties assigned from time to time
Qualification and Experience	<ul style="list-style-type: none"> First Class Master's Degree in Library Science /Information Science /Documentation Science with minimum Two years of experience in the library of a technical university, educational institute, or any other large university library system at similar level or as a Trainee Excellent ICT skills, expertise in KOHA ILMS, and DSpace software Excellent interpersonal skills, communication skills, adaptability, dependability, and superior customer service attitude. The selected candidates need to work in all sections of the library, in different shifts, and if required on holidays. Should not be above 30 years of age as of 1st July 2025. <p>" The Director may, however, consider extraordinary circumstances for modifying the age limits. Age limits prescribed for the posts are not applicable for regular employees of the Institute."</p>
Remuneration	Suitable candidate will be placed in Level 3 with a minimum pay of Rs. 21700/- per month plus DA & other benefits as per Institute Norms.