



Yogoda Satsanga Mahavidyalaya

NAAC Accredited B++ (CGPA 2.89)

Jagannathpur, Dhurwa, Ranchi - 834004
(Ranchi University)

Librarian

Applications are invited in the prescribed Application Form available on the College website www.ysei.edu.in/appointments from eligible candidates for appointment to the post of Librarian in the Pay Band Rs. 9300-34,800, AGP Rs. 4200/- (as per VI Pay Commission) in the College.

The last date for receipt of application is November 10, 2021 or within 30 days from the date of publication of the advertisement in the national and local dailies, whichever is later. Specifications of age, experience, qualifications etc. for the above post are in accordance with the norms and amendments as adopted by Ranchi University and those applicable to the minority institutions.

For details, please visit the College website.

Educational Qualification and Age:

1. A high second class Master's degree in a subject other than Library Science, and
2. Master's degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a grade point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization/digitalization of library.
3. A relaxation of 5% may be provided at the graduate and master's level for the Scheduled Caste/Scheduled Tribe/Differently-abled (Physically and visually differently-abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to these positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.
4. A PG Diploma in Library Automation and Networking or equivalent is desirable.
5. Experienced candidates will be preferred.

JOB DESCRIPTION:

The job description of the post of College Librarian is as under:

1. Performing, supervising/controlling/monitoring the activities of the library.

2. Planning and implementing new techniques and technologies and providing guidance to the Library Staff.
3. Correspondence and supervising all administrative and financial jobs, preparing budget proposals, Annual reports and Agenda notes various Committee meetings, etc.
4. Having Good IT knowledge with experience in handling library independently.
5. Looking after the Library systems, maintenance of books and database, and other regular library procedures in addition to the other administrative work of the department.
6. Person should have good communication skills.
7. Technical qualification of Library Software will be an added advantage.
8. Performing and supervising all professional and technical work relating to books, periodicals, electronic database and other formats of documents, collection development; reference, documentation and information, services, information literacy and competency programmes, stack rectification and stock verifications, maintenance of stacks binding work; maintenance of library building and user facilities.
9. Planning and organizing ICT activities including content development.
10. Planning and organizing extension activities.
11. Assisting the Principal through the designated authority in all other library matters including Planning, Organizing, Development and Research.
12. Providing Internet access services and undertaking the maintenance of Hardware/ Software and peripherals etc.
13. Arrangement of shift/ holiday duties and attending the holiday/ Sunday/ Saturday duties as and when required;
14. Maintaining discipline in the library under his/her control and following the rules, regulations procedures.
15. In the college, Librarian is overall administrative/ professional in charge of the jobs/ activities listed above and coordinating at all levels within and outside the system.

16. Any other jobs assigned from time to time by the Principal.

NOTE:

The selection will be made on the basis of quality of academic records, interview and skill test (if required as per College rules).

Secretary (Governing Body)