



**INDIAN INSTITUTE OF INFORMATION
TECHNOLOGY UNA [HP]**

(An Institute of National Importance under MoE)

Saloh, Una (H.P.) 177209

Website: www.iiitu.ac.in

IIITU/Recruitment/Library and Information Assistant/2022

15, Jul.'22

EXPRESSION OF INTEREST FOR OUTSOURCED LIBRARY ASSISTANT

Expression of interest is hereby invited by the undersigned to be posted at Indian Institute of Information Technology Una (H.P.) an Institute of National Importance under the MoE, GoI for Library Assistant purely on temporary basis from the interested and eligible candidates. Candidate are directed to submit their applications through the following Google form link latest by 24, Jul. '22 (05:00 P.M.)

Link: <https://forms.gle/yw8Nx69YgKamKAg6>

The agency reserves the right to call only shortlisted candidates for the selection/interview process.

No TA/DA will be paid for attending the selection/interview process.

I. Essential qualification and Experience required for the post

Sr. No.	Particular	Criteria
1.	Name of the Post	Library Assistant
2.	Nature of Post	Outsourced
3.	No. of Post	01
4.	Salary	Approximately Rs.17,875/- in Skilled Category of GoI
5.	Essential Qualification and Experience	<ol style="list-style-type: none">M.Lib.Sc./M.LIS from a recognized University/ Institute with a minimum of 60% and above OR a CGPA of 6.5 and above.One Year working Experience in reputed library is preferable.Proficiency in the use of a variety of computer office applications like Document editors, spreadsheet and presentation software or equivalent is necessary.Working knowledge of Open Source Library Automation Software, RF tagging.

6.	Skills	<ul style="list-style-type: none"> • Good communicational skills • Knowledge of sources of books
7.	Roles & Responsibilities	<ul style="list-style-type: none"> • Acquisition of learning resources (print and electronic). • Organizing events on recent trends for students. • Information to all students on higher education opportunities. • Organizing book exhibition/ display for collection development and purchase. • Physical verification of Library books. • Managing circulation and technical section. • Empanelment of book vendors/ suppliers. • Finalization of all bill process for payment. • To create and maintain learning atmosphere in the Library. • Reference service to the Library users. • Keeping watch over latest developments in Library and Information Service.

II. The tentative schedule for the recruitment process is as follows:

Sr. No.	Activity	Date(s)
1.	Publication of Advertisement on Institute Website.	15, Jul.'22
2.	Last date of submission of the Application Form	24, Jul.'22
3.	Publication of the Shortlisted Candidates on Institute Website	25, Jul.'22
4.	Date of Test and Interview	06, Aug.'22

III. General Terms and Conditions:

- i. The posts are purely temporary.
- ii. The posts are for a period of one year from the date of joining, initially, and later extendable based on the performance.
- iii. The selected candidates have no right whatsoever to the permanent employment/regularization, etc.
- iv. After expiry of the said period, employment shall cease to exist automatically unless the same is extended by the employer.
- v. The employee shall strictly observe the code of conduct, Institute norms, rules and policies prescribed by the Institute from time to time during the period of deployment.
- vi. Note: The aforesaid terms and conditions shall be supplementary and in addition to the terms of appointment order, which shall be issued to the selected candidate.
- vii. Any application submitted after the specified time and or with incomplete information will not be accepted.

For and on behalf of the Outsourced Agency.