

1. LIBRARY ASSISTANT (CONTRACTUAL)

Vacancies=01

Pay=₹25,000/month consolidated

Interview=22 October 2026, 11:00 AM

Qualification=MLISc or MLib with at least 55% marks/equivalent grade

Experience=Minimum 1 year relevant field experience

Maximum_Age=35 years

Topics:

- Library and Information Science fundamentals
- Library management and daily library operations
- Book acquisition and collection development
- Journal subscription and management
- Database subscription, renewal and access management
- Cataloguing and technical processing
- Classification of print and digital library materials
- Metadata fundamentals and digital-resource description
- Circulation services
- Reference services
- Research support services
- Library management software / integrated library systems
- Institutional repository concepts and record maintenance
- Digital library applications and IT tools for library work
- Digitisation of library records
- Library record keeping and data accuracy
- Website updating for library information
- Print and electronic resource management
- Library statistics and reporting
- Preservation and proper handling of library materials
- Practical scenarios: acquisition, cataloguing, circulation, database renewal, repository updating and digitisation
- Interview questions based on previous relevant experience

2. LIBRARY TRAINEES (CONTRACTUAL)

Vacancies=03

Pay=₹18,000/month consolidated

Interview=22 October 2026, 3:00 PM

Qualification=MLISc or MLib with at least 55% marks/equivalent grade

Experience=No separate experience requirement stated

Maximum_Age=28 years

Topics:

- Library and Information Science basics
- Acquisition-section workflow
- Research support services
- Circulation counter procedures
- Cataloguing basics
- Library management software
- Institutional repository basics
- Collection and compilation of library statistics
- Information collection/collation
- Digitisation of library records
- Record maintenance and data accuracy
- User assistance and reference support
- Basic computer and IT skills for library applications
- Administrative duties in an academic library
- Practical workflow from acquisition to circulation
- Scenario-based questions on cataloguing, circulation, digitisation and records

3. LIBRARY STACK ASSISTANT / LIBRARY ATTENDANT (CONTRACTUAL)

Vacancies=02

Pay=₹15,000/month consolidated

Interview=23 October 2026, 11:00 AM

Qualification=Any graduation degree

Experience=Minimum 1 year relevant field experience

Maximum_Age=45 years

Topics:

- Basic library operations
- Stack management
- Arrangement of library materials on shelves
- Shelf-reading and correct shelf sequence
- Searching for missing/lost volumes
- Assisting users in locating books and reading materials
- Book and journal handling
- Stamping
- Barcoding
- Covering/protective handling of books
- Basic processing of books and journals
- Stock verification
- Physical checking of collections
- Record maintenance related to stock/materials
- Safe handling and movement of library materials
- User service and communication
- Administrative support
- Practical scenarios: misplaced books, missing volumes, shelf errors and stock discrepancies