



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 | Deputy Librarian – Gr II |
| Job Type | Regular, Full time |
| Reporting to | Librarian – Pilani Campus |
| Will also work very closely with | Internal: Faculty, Staff and Students |
| No. of position | One |
| Location | Pilani |
| Principal Responsibilities | <ul style="list-style-type: none"> • Assisting the Librarian in planning and management of the library services and facilities • Acquisition of books, receiving recommendations, procurement of books, duplicate checking, order processing, claims monitoring, receiving of order, and processing. • Subscription and renewal of databases, e-journals, and print journals. • Automation of library services including Acquisition, Cataloguing, Serial Control, patron management, and circulation system management. • Maintaining the utilization record of the library budget • Automation of serial control system • Development of Institutional repository • Standardization of metadata • Deliver induction programs to students, faculty, and research scholars. • Management of library during extended hours, and looking over the library facilities and services in the absence of Librarian • Time to time preparation of data as per the requirement of various accreditations and ranking bodies. • Regular Monitoring of the usage of e-resources • Communication with vendors/distributors and other support departments. • Classify and catalogue the documents, 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. • Minimum Eight years of experience, out of which Five years as an Assistant University Librarian/Deputy Librarian/ College Librarian in the library of a technical university or educational institute, or any other large university library system • Evidence of innovative library services including integration of ICT in the library. • Good knowledge of KOHA ILMS, RFID application, and DSpace software, expertise in implementing new technology in the library, and should possess fair knowledge in handling the library servers, migration of data, export, and import of data from one platform to another. |
| Remuneration | Suitable candidate will be placed in Level 12A with a minimum pay of Rs. 79800/- per month plus DA & other benefits as per Institute Norms. |