

## **Library**

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### **Library Assistant**

#### **Qualification**

Degree in any discipline with B.L.I.S (Bachelor of Library & Information Science)

Working Knowledge on any Library Management Software & Office Packages

#### **Experience**

More than two years in Library of any University / reputed college

#### **Job Description**

The candidate should be conversant with the following activities

- Circulation activities of the Library
- Cataloging of library resources
- Organize and reshelv of the returned Library resources
- Handle the registration of new Library patrons
- Assisting users in identifying the resources
- Perform routine tasks assigned by the Librarian from time to time