

Job Description

Post Name

Assistant Librarian

Introduction

GSFC University is incorporated under the Gujarat Private University (Second Amendment) Act 2014. It is a 'for teaching University' sponsored by the GSFC Education Society - an initiative of Gujarat State Fertilizers and Chemicals Ltd. & presently offers courses in Engineering, Science, Management and Fire & Safety with major emphasis on skill development and producing industry ready manpower.

Roles & Responsibilities

- 1) To process new books, maintain circulation records and make reserves on requested books.
- 2) To assist staffs in collecting, cataloging, preparing, and organizing library materials according to established policies.
- 3) To keep the library facility up to date with new developments in web tools.
- 4) To ensure implementation of library rules and smooth functioning of reading room facilities.
- 5) Taking on any other duties as deemed necessary by the University.
- 6) To maintain Online Data Entry (Library management System Koha)
- 7) To develop & maintain Library software and updates on website.
- 8) To Arrange Workshop for utilizing various Library Services and free resources like NDL
- 9) To process inter library loan services & maintain Google classroom.

The points above are not all inclusive for the goals of the role assigned and further responsibilities can be discussed to ensure that the University achieves the end objectives.

Qualification

MLIS/M.Lib with minimum 55%

Experience

5 years and more in a reputed university/Institute.

Skills

- Research Skills.
- Computer and Internet Literacy.
- Strong Interpersonal Skills.
- Written Communication Skills.
- Highly Adaptable.
- Excellent Attention-to-Detail.
- Critical Thinking Skills.

Reporting

Director (Administration)

Remuneration

Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.

Other Benefits

- Group Medclaim Insurance Policy and Group Personal Accident Policy
- Flexi Timings as per University Policy
- Treatment at GSFC Medical Center on applicable terms

Selection Procedure**Stage 1- (a) Case Study/Assignment:**

In the first phase of the selection process, HR shall share Case Study/Assignment through mail in advance. The candidate is expected to complete the given case studies in PPT form and submit the same before the interview. This case study is specially designed to gauge the candidate's skills, competencies & how he/she approaches tasks and solves emerging issues relevant to his./her field. The solved case study will be extensively discussed with the expert panel during the interview.

Stage 2- Interview Process:

In the last phase, interviews of shortlisted candidates will be conducted. The interviews will be conducted by the Selection Committee.

The Selection Committee consists of the following members:

- Director (Administration)
- HR Head
- Academic Expert

The experts shall be related to the concerned subject and nominated by the President.

Contract Period

Five years contract. The incumbent will be on probation of one year after initial appointment.

Employment terms and Extension of contract

The employment shall be on purely on contractual basis. Based upon the Performance Appraisal and Management's decision, contract shall be extended/ renewed.

Location

Vadodara, Gujarat. However some tours to various industrial units within India and visits to other academic and R & D establishments will be expected.