

### VACANCY NOTIFICATION

Employer:	Ministry of Culture
Level of Post:	Group 'B' Non-Gazetted
Name of the Post:	Library & Information Assistant.
Salary range per month	Level-6 (35400-112400)/-
Job Function	Lend and collect books, periodicals, videotapes and other materials at circulation desks. Enter and update records on LIBSYS. Processing, shelving, inspection of returned books. Assist higher officer and as well as readers. Maintenance of records filing, typing, photocopying and mailing. Maintenance of collections of books, periodicals, magazines, newspapers, audiovisual, classification, cataloguing. Registration work of new members. Sending notices operate and maintain audiovisual equipment. Review of records. Microfilming. Issue of library cards. Assist in the preparation of books displays.
<u>Qualification</u> *	<b><u>Essential:</u></b> (i) Bachelor's Degree in Library Science or Library and Information Science from a recognized University or Institute. (ii) Two years' professional experience in a Library under Secretarial Government or State Government or Autonomous or Statutory organization of Public Sector Undertaking or University or recognized Research or Educational Institution.
<u>Experience:</u>	-
Place of Initial Posting	-
Age Range (in years).	30 years, (relaxable upto 5 years in case of Government servants in accordance with the instruction or orders issued by the Central Government from time to time).
No of vacancies	03-UR
Additional Benefits offered:	
Last date to received names from RSB/ZSB	30 May 2022.
<b>Note 1:-All Ex-Servicemen (ESM) are requested to Download the Willingness Format uploaded on DGR Website against each Vacancy and forward the same duly Completed in All respects through their ZilaSainik Boards/ RajyaSainik Boards only (to <a href="mailto:dgrdemp@desw.gov.in">dgrdemp@desw.gov.in</a>) if they are meeting the QRs as given by the Principal Employer in the vacancy Notification. If any Details are found Incomplete/ Missing, the Candidature of that ESM will not be Accepted.</b>	
<b>Note 2:All interested and eligible candidates are requested to forward their names through their respective RajyaSainik Board/ ZilaSainik Board to DGR.</b>	
* All Disabled ESM applying for the post should mention their Priority No. as given to them by the DGET.	