

TERMS & CONDITIONS FOR THE POST OF CONSULTANT

(LIBRARY/ PUBLICATION)

i) Educational Qualification:

- Masters of Library Science from a reputed University/ Institution/ Board recognized by Govt. of India/ approved by Govt. regulatory Bodies

ii) Experience (Desirable):

- 03+ years' experience working in a library

iii) Professional Skills:

- Ability to establish working relationships with librarians and trustees and to develop collaborative relationships with other agencies.
- Ability to express thoughts, ideas and recommendations clearly in oral and written form.
- Ability to apply and interpret rules, regulations and policies/ procedures as they relate to the State Library and library programs of the state.
- Displays high standards of ethical conduct.
- Displays a high level of initiative, effort and commitment towards completing assignments efficiently.

iv) Age Limit:

- Age should not be more than 40 years on the last date for receipt of application

v) Remuneration:

- Negotiable
- Consultant shall not be entitled to any allowance etc.

vi) Scope of work/ Job Responsibilities:

The Consultant's duties will include, but not be limited to the following:

- Coordinating the work of Digitization of Manuscripts
- Advising on policy, programs and services to enable ICCR to have access to excellent library services.

- Monitoring the development/operation of electronic library resource network; identifying library resource sharing needs, appropriate technology to meet needs.
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- Monitoring the development/ operation of electronic library resource network; identifying library resource sharing needs, appropriate technology to meet needs.
- Assisting patrons with finding reference materials and reading materials when required
- Maintaining library inventory and conduct periodic audits of the information on file
- Help patrons navigate the electronic records and periodicals
- To create and implement new programs to attract patrons of different demographics, such as socials and author signings
- Teach patrons how to use the electronic database and its functions
- Plan and host book sales on a monthly basis
- Manage the acquisitions of new materials
- Help in other publication-related works.
