



(A State University set up by IIIT-Delhi Act 2007, by the Govt. of NCT of Delhi)

Advertisement for Non-Academic Posts on Consolidated Salary

Advt. No. 11/ 2024

Date: 11th December 2024

Online Applications are invited for the following posts **ON CONSOLIDATED SALARY** for a duration of three months (extendable) at the Indraprastha Institute of Information Technology Delhi (IIITD), a State University established by an Act of the Govt. of NCT of Delhi:

Post Summary

S. No	NO OF POSTS	POST NAME	CONSOLIDATED SALARY
1	1	Library Associate	INR 40,000 per month

The detailed guidelines about the post are as below:

ROLE NAME	ROLE OVERVIEW	DESIRABLE QUALIFICATION & EXPERIENCE
Library Associate	<p>The ideal candidate should be highly organized, detail-oriented, and capable of managing multiple tasks while maintaining a high level of professionalism. The indicative skill set/job description is as mentioned below:</p> <p>Key Responsibilities</p> <ul style="list-style-type: none">To extend support to the Library and Information Center of IIIT-Delhi by performing various Library functions, including acquisition, classification, cataloging, and other related tasks, as assigned. Work under the guidance of the Library Officer to ensure the efficient operation of the Library and contribute to meeting the Library users' needs at the Institute. <p>Preferred Skills</p> <ul style="list-style-type: none">Proficiency in using Library Management Systems and other Library applicationsProficiency in acquiring and efficiently managing learning resources	<p>Postgraduate in Library and Information Science OR equivalent with a good academic record (minimum 55% marks).</p> <p>Desirable: Experience in relevant field.</p>

	<ul style="list-style-type: none">• Strong skills in cataloging, classification, and other technical Library processes• Ability to assist individual users in accessing Library resources and services effectively• Experience in addressing users' day-to-day queries• Competence in managing the circulation and tracking of learning materials• Familiarity with e-resources, particularly in the fields of Science and Technology• Sound knowledge of computer applications and digital tools	
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General Information:

- The above posts are on Consolidated Salary & purely contractual in nature. The tenure will be initially for a period of 3 months, which is extendable based on requirement.
- The contract can be terminated with 15 days' notice. The contract can be extended based on the performance of the employee and requirements of the Institute.

How To Apply:

Candidates shall share detailed CV and Cover Letter mentioning 'why you are interested in this role' on recruitment@iiitd.ac.in. The last date for applying is 20th December 2024 by 5 PM. Please mention subject line as APPLICATION FOR THE POST OF _____.

Registrar