

## Library Assistant (deputation) - KCHR Library & Research Resource Centre

1.	(a)	<b>Name of the post</b>	Library Assistant
	(b)	<b>No. of Post</b>	1 (One)
	(c)	<b>Scale of Pay</b>	9190-15780(Unrevised)
	(d)	<b>Method of Recruitment and Eligibility Criteria</b>	<p><b>On deputation</b></p> <p>1. Officers in the organizations under State Governments/ Recognized Research Institutes/ Public Sector Undertakings / Semi Government or Autonomous Bodies</p>
	(a)		With 3 years' regular service in posts in the scale of Pay 9190-15780. (Unrevised)
	(b)		Possessing Master degree in Library and Information Science from a recognized University.
	(e)	<b>Job requirement</b>	Supervisory duties developing library policies and procedures public relations works, selecting, developing, cataloging and classifying library resources, budgeting, planning and purchasing of book etc. for Library. Keeping database records of circulation and materials, checking books in and out of the library, explaining the use of library facilities, evaluate materials to determine outdated or unused items to be discarded and notify thereon. Collection and compilation of books , periodicals, art and audiovisual materials and reference materials, Pamphlets, manuscripts and other materials in specific fields , such as rare books on History, Archaeology, Archives and digital Works
	(f)	<b>Period</b>	One year or till the end of the deputation period of the existing candidate

**Selection Procedure:** Selection will be made on the basis of the interview of the short listed candidates. Merely satisfying the eligibility norms will not entitle a candidate to be shortlisted. If necessary, other modes of evaluation will be employed to evaluate competence.

Complete applications should be sent with detailed CV and testimonials along with the NOC from the concerned Department.

Any application sent as E-mail, ([kchrtrivandrum@gmail.com](mailto:kchrtrivandrum@gmail.com)) will be treated as an advance copy. This must be followed up by the submission of the signed applications by post or by hand

**Date:** Applications should reach on or before 31<sup>st</sup> December 2018 to the Director KCHR

  
**DIRECTOR**  
**KCHR**  
**THIRUVANANTHAPURAM.**