

(For Advertisement on the web-site)

**F. No. 9-5/2010-EE
Ministry of Environment, Forest and Climate Change
Government of India
(EE- Division)**

Dated: 19th December, 2016

Applications are invited from eligible candidates for engagement of following staffs in library on contract basis. Remuneration will be based on qualification and experience. The engagement of staff will be initially for a period of 02(Two) years which may be extended after review of the performance of the incumbent. The details including the eligibility criteria, Terms of Reference (TOR) etc., are as under:

(1). Name of the Post: Consultant (Library-I)

No. of Post: One

Monthly emoluments: Rs.50,000/-(P.M.)

Essential Qualification : Masters Degree in Library Science/Information Science/Social Science or an equivalent professional degree with at least 55% marks or its equivalent with good academic record from any recognized university

Desirable Experience: A Retired librarian from any centre or statutory organization or public sector undertakings or any R&D institutions with at least twenty five years professional experience alongwith proven experience of digitization of library.

Age limit: Candidates age should be between 60- 65 year on date of advertisement

Responsibilities:

- Manage the planning, administrative and budgetary functions of library and information services
- To manage the digital library, handle the specialized tasks of massive digitization, storage, access, digital knowledge mining, digital reference services, electronic information services, search co-ordination, and manage the archive and its access.
- Establish and implement library and information policies and procedures
- Establish and manage the budget for library and information services, technology and electronic materials (software maintenance etc.) and maintain records for payment of invoices
- Prepare reports related to library and information services, technology resources and activities.
- Develop and maintain special indexing systems and files for special collections
- Develop and maintain collections management policies and procedures

(2). Name of the Post: Consultant (Library-II)

No. of Posts: One

Monthly emoluments: Rs.35,000/-(P.M.)

Essential Qualification : Master Degree from any recognized university with at least 55% marks or its equivalent from any recognized university and

- One year computer diploma in Data Base Management Systems (DBMS) and applications.

Desirable Experience: At least seven years working experience in any government/ autonomous/private and research institution alongwith more then three years experience in handling a research and database management related projects and proven experience of digitization of library.

Age limit: Candidate age should be between 25-30 yrs. on the date of advertisement.

Responsibilities:

- To assist the librarian in digitization of the library alongwith computerization of nearly forty thousand plus books and journals information retrieval, content delivery, skills and competencies for the management of digital information systems multimedia indexing and database technology, user interface design, programming, web technology and financial matters of the library.
- Manage all aspects of the library including cataloguing, circulation, collection development, reference and access, planning, promotion, budget and staff.
- Provide full support to the reporting officers and senior officers on keeping all relevant files/books/magazines/articles updated and archive properly.
- Develop and implement policies and procedures for records of library including the de-duplication of records and other improvements, Produce daily, weekly, monthly, quarterly reports of the books/mazines and newspaper as required.

(3). Name of the Post: Consultant (Library-III)

No. of Posts: One

Monthly emoluments: Rs.18,000/-(P.M.)

Essential Qualification: Graduation or equivalent

Desirable Experience: One year experience in the area of administration and must having knowledge of Computer operations and data interpretation.

Age Limit: Candidates age should not exceed 30 yrs. on the date of advertisement.

Responsibilities:

- Knowledge of all official routine works of the Ministry.
- Assist the senior officers of the MoEF&CC.
- Follow ups of the files and financial matters, submissions of bills/ vouchers in PAO/Cash section, diary and dispatch works in the division.

- Shelving of books, journals and news-papers etc.
- Tooling and issue / return of the books.
- Rectification of shelves and arranging forty thousand books and journals on the shelves in the library.
- Reimbursement of the newspapers and magazine bills, maintain the records of the bills and updation of the data on daily basis.
- Processing of NOC's to the officers of this Ministry.

Interested individuals fulfilling the requisite qualification and experience may apply on plain paper along with CV with supporting documents (Qualifications, experience and age proof) in an envelope clearly superscribed "Engagement of staff for Library" along with reference number to the Director, EE-Division, Room No P201, Prithvi Block, 2nd floor, Indira Paryavaran Bhawan, Aliganj, Jorbagh Road, New Delhi-110003, either by post or by hand on or before 02nd January, 2017 at 5.30 P.M. Applications received after the due date without supporting documents shall not be considered.

The Ministry reserves the right to accept or reject in part or in full or all the responses without assigning any reason whatsoever. Only candidates whose candidatures have been provisionally accepted after initial screening shall be called for interview. No TA/DA will be provided for appearing for the interview.

Sd/-
(Dr. M. Salahuddin)
Director

Contact Person:

The Director, EE-Division, Room No P-201,
Prithvi Block, 2nd floor,
Indira Paryavaran Bhawan,
Aliganj, Jorbagh Road,
New Delhi-110003