

(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: 9th August, 2017

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.) (Consolidate)

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 librarian from any centre, reputed or statutory organization and public sector undertaking or any R&D institution with at least fifteen year's professional experience along with proven experience of digitization of library.

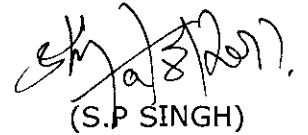
Age limit: Candidates age should be between 40- 65 year on date of advertisement

Responsibilities:

- Manage all planning, administrative and budgetary functions of library and information services for digital library.
- To manage the digital library, handle the specialized tasks of 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.
- Maintenance of records.
- 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.

Interested individuals fulfilling the requisite qualification and experience may apply on plain paper along with CV with supporting documents (Qualifications, experience and age proof) to the Director, EE-Division, Room No P201, Prithvi Block, 2nd floor, Indira Paryavaran Bhawan, Aliganj, Jorbagh Road, New Delhi-110003, by hand and attend a walk in Interview in **Brahmaputra Conference hall, 1st floor, Vayu Wing, Indira Paryavaran Bhawan, Jorbagh Road, New Delhi- 110003 on 25th August, 2017 from 10.00 A.M to 2.30 P.M.** Documents submitted in support of application will be subject to verification.

The Ministry reserves the right to accept or reject in part or in full or all the responses without assigning any reason whatsoever. No TA/DA will be provided for appearing for the interview.



(S.P SINGH)

Under Secretary (EE)
Environment Education Division

Contact Person:

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