

Recruitment Sheet for Library Assistant

(The Japan Foundation, New Delhi)

The Japan Foundation New Delhi (JFND) is looking for a “Library Assistant” of the JF Library on a contract basis stated as under. We are looking for a young Indian who is interested in library management of foreign cultural mission. We are looking forward to your entry!

1. Working Location

The Japan Foundation, New Delhi

A-13, Green Park, Aurobindo Marg, New Delhi - 110016

2. Job Description

- Process new library materials, including cataloguing, labelling, and adding them to the library's collection.
- Provide friendly and knowledgeable customer service by answering inquiries, assisting with library technology, and providing basic research assistance.
- Shelving and organizing library materials according to established classification systems, ensuring items are easily accessible to patrons.
- Check library materials in and out using the library's automated system.
- Handling the circulation section work.
- Assist with library programs and events, such as Storytime sessions, workshops, or book clubs, by setting up equipment, organizing materials, and providing logistical support.
- Promoting the library's resources to users
- Library Assistant must be knowledgeable about both print and electronic information sources and databases, and update with recent advances in library science.

- Sharing with the library users up-to-date library policies concerning such issues as materials selection, circulation, reconsideration of materials, copyright, privacy, and acceptable use.
- In addition, also to attend to all duties of the Japan Foundation which may be assigned to you from time to time.
- Perform other related duties incidental to the work described herein as may be assigned or delegated.
- To diligently carryout any other responsibility, job role or task assigned from time to time by the management or superior.

3. Eligibility

- (1) Graduation & 2 years Diploma in Library and Information Science or BLIB/BLIS.
- (2) Experience: Minimum 2 Years in any library or information centre
- (3) Strong IT skills and familiarity with the use of databases and the internet.
- (4) Good communication skills and the ability to work with people from a range of backgrounds and with a range of needs.
- (5) English and Hindi fluency.
- (6) Living in Delhi/NCR region.
- (7) Can work from May 21st.

4. Working Schedule

From Tuesday to Saturday, Full-time (10:30 to 18:30 including 1-hour lunch break)

5. Salary

INR 30,000 per month (Not negotiable) *TDS 10% will be deducted.

6. Notes

Personal communication is not allowed, and all inquiries shall be entertained through emails only.

7. Deadline for the application

May 9th (Thu), 2024

Procedure: After being selected, the candidates will be called for an interview accordingly.

8. Documents to be submitted

1. CV (Free Format)
2. Certificate of graduation
3. Certificate of working experience
4. Recommendation Letter (not mandatory)

5. Contact Person

Sangam Kumari (Ms.)

The Japan Foundation, New Delhi

Librarian

Email: ND_library@jpf.go.jp.