



National Institute of Science Education and Research (NISER) **Advertisement for Library Personnel**

Advertisement No.: FA-Rct./NA/05-2016

Closing date: 31st January 2017

National Institute of Science Education and Research (NISER) Bhubaneswar, has been setup at Jatni in Khurda District of Odisha by the Department of Atomic Energy, Government of India as a unique institution of its kind pursuing undergraduate and post-graduate education in sciences combined with frontline research. The campus of NISER at Jatni is spread over a sprawling 300 acres of land on the outskirts of Bhubaneswar. It will be a fully residential campus with all modern living amenities including children's school, health centre, banking facilities etc.

NISER Library occupies a central place in the academic block with four floors having an approximate carpet area of 60,000 sq. meters. Library building is designed to house offices of the Librarians and officers as well as for record keeping. This building has a central open foyer and Atrium that can be used for general mixing for browsing and arranging get together for conferences/symposium/meetings. Main functional part of the library is planned to store books and offline journals as well as to be utilized for general reading place, new book arrivals, transaction of books, placing computers for information services and for searching/browsing or e-communication. Library is also envisaged to cater places of various sizes to assist members of NISER as well as to have meeting rooms with Audio/visual facilities with internet and a dedicated e-reading place as well as to provide place with serenity for book and thesis writing.

NISER invites applications from the eligible citizens of India for the following post by Direct Recruitment on regular basis to work as a Librarian who will be responsible for providing library and research services for the institute and maintenance of the library and its collections.

Post : **Scientific Officer-D / Scientific Officer-E**
No. of Vacancies : **01 (Un-Reserved)**
: Selected candidate may be offered the position of 'Scientific Officer-D' or 'Scientific Officer-E' depending upon his/her experience performance in interview etc.

Pay :
Scientific Officer-D : Pay Band- 3; ₹15,600-39,100; Grade Pay: ₹6,600/-
Scientific Officer-E : Pay Band-3; ₹15,600-39,100; Grade Pay: ₹7,600/-

Essential Qualifications :

Scientific Officer- D: Ph.D in Library Science/Information Science/Documentation

Scientific Officer- E: Ph.D in Library Science/Information Science/Documentation
with 4 years of posts qualification experience.

Desirable Qualification:

- Post Ph.D work experience in library of a reputed Institute/University.
- Should have proficient knowledge in the following areas: Library policies, procedures, methods, ethics and professional standards, library programming standards, research, information gathering systems and methods, information database systems, Internet searches, organization and structure of the library, library systems for cataloguing, acquisitions and searching, and on-line bibliographic utilities.

- c) Have skills in the following areas: ability to manage a library and its collection, computer skills including the ability to operate computerized library, spreadsheet, word-processing, email, database and graphics and website development programs at a highly proficient level, effective oral, presentation, listening and written communications skills

Age : Not more than **45 years** as on January 31, 2017

Job Profile: Includes the following among other duties as assigned.

(a) **Manage the planning, administrative and budgetary functions of library and information:** Establish and implement library and information policies and procedures, Develop and manage convenient, accessible library and information services, Establish and manage the budget for library and information services, Order materials and maintain records for payment of invoices and Prepare reports related to library and information services

(b) **Provide effective access to library collections and resources services:** Develop and maintain collections management policies and procedures, Perform original cataloguing and classification of print, audio-visual and electronic resources, etc

(c) **Maintain the organization of library materials:** Ensure an accurate inventory of resources, Ensure efficient retrieval by users, Develop and maintain cataloguing procedures, etc

(d) **Provide library services in response to the information needs of library users:** Respond to daily on site requests for information, Train library users to effectively search the Library catalogue etc and Maintain records for the book loan service, Maintain circulation files, records and statistics

General information about posts advertised:

- Applicants who are employed in Government, Semi-Government Organizations or Institutions should send their applications THROUGH PROPER CHANNEL else they will be required to produce a NO OBJECTION CERTIFICATE from their employer at the time of interview.
- Mere fulfilling the minimum eligibility criteria mentioned herein may not entitle a candidate to be called for interview. Institute reserves the right to fix higher criteria for short-listing of applications for recruitment.
- The Institute reserves the right to consider to fill or not to fill the position. The Institute has the right to set different as well as higher norms, while short-listing, taking into account the specific requirement.
- The Institute reserves the right to withdraw any advertised post(s) at any time without assigning any reason.

Benefits for NISER Staff:

- In addition to the basic salary, NISER staff member are entitled to the allowances as admissible to Central Government Employees.
- The Performance Related Incentive Scheme (PRIS) of DAE may be applicable to NISER (subject to orders from DAE), under which, there is a provision for monthly incentive of 20% of the basic pay.
- Scientific Officers are also eligible for DAE's update allowance, depending upon their scale and pay.

How to apply:

- i) Only ON-LINE applications are received. The applicants should apply online through the website <http://www.niser.ac.in> on or before **31st January 2017**.
[Link to Apply Online remains open from 01st Dec 2016 (10 am) to 31st Jan 2017 (midnight)]
- ii) The candidates have to pay application fee of ₹500/- (Rupees five hundred only) in the shape of Bank Demand Draft only, drawn in favour of 'FINANCE OFFICER, NISER' and payable at Bhubaneswar. Application fee is exempted for Women/SC/ST/PWD candidates.
- iii) Before applying the candidate should ensure that he/she is fulfilling all the requisite qualification and experience.
- iv) The candidate should have a valid email id for applying.
- v) The candidate should keep the following items ready before going for apply.
 - a) Soft copy (JPG file) of passport size photograph of the candidate.
 - b) Scanned copy of Signature of the candidate
 - c) Demand draft of requisite value.
- vi) After final submission of application the candidate should take printout of the online application form and send it to the following address through Registered/Speedpost only with the DD and self-attested photocopies of certificates providing his/her age, qualification and experience. The envelope containing the application should be superscripted as "Application for the post of Scientific Officer-D / Scientific Officer-E (Library)" and advertisement no. FA-Rct./NA/05-2016
- vii) The application form complete in all respect along with DD and self-attested copies of relevant certificates in support of educational qualifications, age, caste and experience etc. must reach in the sealed envelope to the "Recruitment Cell" at the address given below on or before **7th February 2017**. In any case NISER will not be responsible for any postal delay.

Recruitment Cell
National Institute of Science Education and Research
PO- Jatni, Dist- Khurda, Odisha, Pin- 752050

1. GROUNDS OF REJECTION:

- Application in any other mode except as described above.
 - Application received without DD of requisite amount
 - Application received after the last date i.e. 07/02/2017
 - Application of candidate not fulfilling the eligibility criteria
 - Application without relevant certificates
2. Candidate are advised to visit NISER website and their registered email id time to time for getting information regarding the recruitment process.
 3. Candidates working in Govt. Organisations /Autonomous Institutions /PSU etc. should send their applications through proper channel.
 4. Those who are in employment must submit a "NO OBJECTION CERTIFICATE" from the employer.

DIRECTOR