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## **National Institute of Science Education and Research (NISER)** **Advertisement for Library Information Officer**

**Advertisement No.:** NISER/FA-Rct./NA/01-2021

**Date:** February 01, 2021

**Last date for online application: March 08, 2021**

**Last date for receipt of hard copy of application: March 15, 2021**

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 Library Information Officer who will be responsible for providing library and research services for the institute and maintenance of the library and its collections.

Post Code	Post	Category wise vacancies					Pay details
		UR	OBC	SC	ST	Total	
01	Scientific Officer 'C' (Library & Information)	01	00	00	00	01	Basic Pay: ₹56,100/- Level 10 of 7 <sup>th</sup> CPC Pay Matrix

### **DETAILS OF ESSENTIAL QUALIFICATION, EXPERIENCE & AGE:**

- Essential Qualifications** : a) M. Lib in Information Science with minimum 55% marks with NET Pass  
b) 4 Years experience in responsible capacity in a University level Library
- Age** : Not more than 40 years as on **March 08, 2021**

### **Desirable Qualification:**

- 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

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

(a) **Information Activity:** Proper maintenance of academic and other institutional records for internal and external use. Preparation of Annual, Quarterly Reports and other reports as desired by the Government. Public relation activities. Provide a range of activities and services for library users including: providing information services, assisting with program delivery and providing effective referral for expert advice. Undertake processes and activities related to the creation and maintenance of online resources for research, teaching and learning, including student reading lists, informed by copyright and contractual requirements. Comply with and provide information and advice to the faculty, staff and students on library rules, regulations, policies and procedures, including copyright requirements

(b) **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

(c) **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

(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

**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.

**General information about posts advertised:**

- The candidates applying for the said post, must go through the detailed advertisement before applying and ensure that they fulfill all the eligibility criteria for the said post as laid down in the advertisement. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and his/her candidature will be cancelled. Hiding information or submitting false information will lead to cancellation of candidature at any stage of recruitment. The Institute reserves the right to reject any application without assigning any reason whatsoever.

- 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. Based upon the requirement, Institute reserves the right to fix higher criteria for short-listing of applications for recruitment.
- The Institute reserves the right to restrict the number of candidates for written examination or/and interview to a reasonable limit on the basis of qualification and experience, higher than those prescribed in this advertisement.
- Age relaxation is permissible as per Govt. of India norms.
- The Institute reserves the right to consider to fill or not to fill the position.
- The Institute reserves the right to withdraw any advertised post(s) at any time without assigning any reason.

### **How to apply:**

- i) Only ON-LINE applications are received. The applicants should apply online through the website <https://www.niser.ac.in> on or before **March 08, 2021**
- ii) The candidates have to pay application fee of ₹500/- (Rupees five hundred only) in the shape of valid Bank Demand Draft only, drawn in favour of ‘*DIRECTOR, NISER*’ and payable at *Bhubaneswar*. Application fee is exempted for the women/SC/ST/PWD candidates.
- iii) Before applying the candidates are requested to ensure that they fulfill the eligibility criteria for the post as on the date of eligibility (last date of submission of application). The online applications are purely provisional, subject to verification of details with the original documents when the candidate report for the written examination/interview.
- iv) The candidate should have a valid email id for applying which should remain active till the end of the recruitment process.
- v) The candidate should keep the following items ready before applying.
  - 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 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 Library Information Officer” and advertisement No. NISER/FA-Rct./NA/01-2021.
- vii) The application form complete in all respect along with Demand Draft, 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 **March 15, 2021** 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**

## **OTHER IMPORTANT POINTS:**

### **1. GROUNDS OF REJECTION:**

- Application in any other mode except as described above.
  - Application (hardcopy) received after the last date i.e. **March 15, 2021**
  - 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. Any information regarding the written examination/interview etc. will be informed to the candidates through their registered email ids only.
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.

### **DISCLAIMER:**

- i) In case it is detected at any stage of recruitment that, a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
- ii) Decision of NISER in all matters regarding eligibility, conduct of examination, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Institute in this regard.

**DIRECTOR**