



BASANTIDEVI COLLEGE

Established in 1959
(Government Sponsored)
NAAC Reaccredited **B+** (3rd Cycle)

Recruitment Notification Date: 12/11/20187

Applications are invited from the willing candidates for the post of **Jr. Library Assistant** on purely contractual basis. The details of the post are given below:-

Post: Jr. Library Assistant(Contractual)

Minimum qualification: Bachelor Degree in Library & Information Science with basic Computer knowledge

Preference: Master Degree in Library & Information Science

Experience: Minimum 1^{yr} year working experience in Library Management software like KOHA.

Working Days: All college working days

Working Hours: 10A.M. – 5P.M.

Nature of Work:

1. Classify and Catalogue the library holdings,
2. Lend and collect books, periodicals, and other materials at circulation desk.
3. Enter and update patrons' records on computers.
4. Locate library materials for patrons
5. Maintain records of items received, stored, issued, and returned and other library technical related works.

Willing candidate may apply within 7 days from the date of publication of this notice by addressing to the Principal, Basanti Devi College, R. B. Avenue, Kol-700029.

(Dr. Indrila Guha)
Principal
Basanti Devi College