



Basanti Devi College

Established 1959
(Government Sponsored)

NAAC Reaccredited B+ (3rd Cycle)

Date: 18/11/2021

Recruitment Notification

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 st year working experience in Library Management software like KOHA.
Working Days: All college working days
Working Hours: 10A.M. – 5P.M.
Nature of Work: <ol style="list-style-type: none">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 patrons5. Maintain records of items received, stored, issued, and returned and other library technical related works.

Willing candidate may apply along with related documents within 7 days from the date of publication of this notice by addressing to the Principal, Basanti Devi College, R. B. Avenue, Kol-700029, and **Submit to the Library in-between 12Noon to 4PM.**

(Dr. Indrila Guha)
Principal
Basanti Devi College