



Sharda University, a leading private University established through an Act of U.P legislature (14 of 2009); empowered under 2f of UGC Act, 1956; inviting applications for Librarian.

Job Description:

Role Title: Librarian

Location: Greater Noida

Minimum Qualification & Experience:

- A Ph.D Degree in library science/information science/documentation/archives and manuscript- keeping with a Master's Degree in Library Science / Information Science / Documentation Science with at least 55% marks or an equivalent grade in a point-scale wherever the grading system is followed.
- At least 10 years as a Librarian at any level in University Library or 10 years of teaching as Assistant/Associate Professor in Library Science or 10 years' experience as a College Librarian.
- Evidence of innovative library services, including the integration of ICT in a Library.

Responsibilities:

- Collect and catalogue library resources including books, films, and publications.
- Help people locate reference and leisure reading materials.
- Maintain library records and ensure it is updated.
- Perform regular audits of the information and inventory on file.
- Educate patrons on how to properly search for information using the library databases.
- Manage budgeting, planning, and employee activities.
- Oversee the check-out process for books and other resource materials.
- Organize and host book sales, author signings, and other reading events.
- Clarify the use of library amenities and provide information about library policies.
- Make sure the library meets the needs of precise groups of users including postgraduate students and disabled students.
- Ensure to maintain regulatory compliance specially in terms of journals, books, periodicals etc. pertaining to Library.
- Put an effort to introduce Digitalization in Library System.
- Help to adopt the best work practices in the Library.

HOW TO APPLY

Interested Candidates can mail their updated resume to hr@sharda.ac.in clearly mentioning job title.