|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Posts** | **Scale of Pay** | **Eligibility**  |
| 1. | Assistant Editor | 9300-34800+ GP 4800 | **Essential Qualifications** 1. Postgraduate degree in Mass communication and Journalism in regular stream, with editing as one of the subject.
2. Knowledge of (1) Editing and proof reading articles, (2) content development for different genres, (3) translation (at least in three languages).
3. Minimum three years’ experience in similar posts such as technical writer, content manager, content developer in government/autonomous organizations and involved in activities such as content development, modifications, proof reading and editing.

**Desirable Qualifications****Age Limit:** Not exceeding 30 years at the time of applying. **Job Responsibilities** 1. Assist the Managing Editor in coordinating the editorial and peer-reviewing activities of the Institute publications.
2. Assist in content editing of the Institute publications.
3. Preparation of brochures, Institute newsletter and annual report.
 |

|  |  |  |
| --- | --- | --- |
| 1 | Name of the Post | Information Scientist  |
| 2 | Number of post | 1 |
| 3 | Classification | Group 'A' , Gazetted, Non- Ministerial |
| 4 | Pay Band and Grade Pay/Pay Scale | PB-3 : Rs. 15 ,600-39, I 00 +GP Rs. 5400/- |
| 5 | Whether selection or non-selection |  |
| 6 | Age limit for direct recruits |  |
| 7 | Educational and other Qualifications Essential :required for direct recruits | i. Educational/ Academic Qua I ifications:Master of Library & Information Science from arecognized University with 55% marks withconsistently good academic records.ii. Experience:In the field of Library & Information Science,preferably in a Library in a scientific/researchorganization, for 2 years with grade pay of Rs. 4800/-or 3 years with grade pay of Rs. 4600/-. |

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Post** | **Scale of Pay** | **Qualifications** |
| 1. | Graphic designer-cum- Visualizer  | Level9300-34800+ GP 4800 | **Essential Qualifications** 1. Bachelor in Fine Arts / Applied Arts from a recognized institution
2. Expertise in the following design layout software applications: CorelDraw, Adobe Illustrator, Adobe Photoshop, Adobe InDesign
3. Minimum 5-years’ experience in similar posts in government/ autonomous organization

**Desirable Qualifications**1. Knowledge of printing techniques and photography and its application to designing.
2. Basics of video editing software, Corel Video Studio & Adobe Audition
3. Experience in preparation of illustrations, cover design, layout works etc. of books, periodicals and brochures.

**Age Limit: Not exceeding 35 years.** |

Mode of Recruitment : Direct

PLIO is the professional head of the National Library.Prepares plans and projects for development of the Library including its annual action plans; supervises activities of the Library & Information Officers under them and guide them to execute plans and projects of the Library; controls professional activities of the Library; represents the Library in all professional outdoor meetings, seminars and conferences; convenes technical meetings with professional members of the Library; in the absence of the Director, PLIO may exercise administrative & financial powers of the Director if and when they are delegated to him/her; maintains liaison with superior officials in the Ministry of Culture and/or senior professional librarians and faculty members of Library & Information Science departments for transacting matters of professional interest; any other items that the Director desires to be executed by PLIOs

SAO performs the duties of the Head of Office, National Library; prepares budget estimate; controls expenditure; maintains accounts; deals with recruitment of staff, their promotions and other benefits; maintains discipline and order; purchases of various items, etc.; maintains liaison with officers and carries out instructions of the Head of the Department;

LIOs assists the PLIOs in professional/technical matters; guides activities in all the professional / technical divisions / sections in the Library.

SSA proposes plans of computerisation and related aspects of Information & Communication Technology in the Library and on the instruction of PLIO executes them.

ALIO executes all the activities of the professional and technical divisions concerned; supervises technical work and submits plans and proposals for development of their units; maintains day-to-day administration of the unit(s)

ALIO (Lab) executes activities of the Chemical Laboratory; shoulders responsibility for the upkeep of reading materials of the Library; ensures pest control.

ALIO (Microphotography) supervises and maintains various technical operations related with microfilming of documents including quality-control of exposed microfilms; maintains different equipments of the unit; submits plans and proposals for the development; runs day-to-day administration of the unit.

LIA attends to professional and technical work like classifying, cataloguing of books and periodicals and filing cards etc; process reading materials in MARC 21; accessions new books; re-catalogues old books; proof reads printed catalogues and other publications; deals with loan of books to local/outstation borrowers; prepares bibliographies; supervises book s and periodical movement from and to Stacks; maintains arrangement at stacks; provides reference service; monitors issue counter and other user-interfaces; guides users; other related technical matters.

LIA (Preservation) monitors the progress of binding and mending units; submits reports to the ALIO; selects and determines priorities of work in the binding and mending units.

LIA (MO) determines doses and strength of solution and mixture for applying them on reading materials; maintains machine and tools regularly; maintains record and stock of insecticides; maintains and operates DTP, off-set machines including preparation of master films; maintains record of off-set printing materials

LIA (Laboratory) examines the books to determine various chemical treatments at the Laboratory Division; examines the reading materials on the shelves for selecting pest control; examines the stains on books and maps vis-à-vis their chemical character and determines nature of treatment required; treatment of prints, drawings and paintings