



Library
Sri Venkateswara College
(University of Delhi)
Benito Juarez Road, Dhaula Kuan, New Delhi – 110 021



Vacancy for Library Professional Trainees 2018-19

About SVC

Sri Venkateswara College is one of the premier colleges of the University of Delhi, established (1961) in a 15 acres spacious land in prime location of South Delhi under the benign auspices of the Tirumala Tirupati Devasthanams TTD), Andhra Pradesh. Currently, the college has around 3,900 students on its rolls and college offers more than 17 under graduation courses and 11 post graduation courses in the Sciences, Social Sciences, Humanities and Commerce. The college library is developed to support the academic and research needs of the students and faculty and to promote educational excellence in Sri Venkateswara College. It is fully automated library and functioning on the basis of 'open access' system. It houses over 1,45,000 book titles, subscribes to 75 journals / periodicals and twelve newspapers in four languages.

Trainee – SVC Library

SVC Library is looking for Library trainees to provide Library and information services inside the college. Joining the Library team, the trainee will coordinate various processes – acquisition, circulation, cataloguing, serial control, and managing online systems and services of the Library. The ideal candidate should be service-oriented, tech-savvy and multitasking. Since this work involves setting up the primary processes of Library services, the candidate will be exposed to the entire Library housekeeping operations.

Date of Walk in Test / Interview: 23rd October 2018 at 2:00 P.M.

Qualification:

Bachelor's / Master's Degree in Library and Information Science from any recognized university.

Period:

The training period is normally for one year only. A nominal stipend and certificate would be provided to the trainees on the successful completion of the training.

Remuneration: Consolidated stipend of Rs.8,000/- per month.

Librarian

Admin. Officer

Convenor
Library Committee

Principal

General Instructions:

1. The candidates must be a citizen of India.
2. Interested candidates who fulfill the above mentioned requirements must send their resume / biodata to the Librarian, Sri Venkateswara College (Univ. of Delhi) either by post or email ID. (librarian@svc.ac.in) on or before 23rd October 2018.
3. The candidates have to produce original documents at the time of appearing for test/interview.
4. Candidates with knowledge on MARC 21, DSpace and Linux will be given preference.
5. Incomplete applications/without relevant supporting enclosures/attachments will be out rightly rejected. Institute will not be responsible for postal delay.
6. No TA/DA will be paid to the candidates for attending the written test / interview.
7. Institute reserve the right to fill up the post, not to fill up the post or cancel the advertisement in whole or partly without assigning any reason. The Institute will also reserve the right to place reasonable limit on the total number of candidates to be called for written test/interview.
8. No correspondence whatsoever will be entertained from the candidates regarding the conduct and result of written test/interview and the reasons for not being called for written test/interview.

