

INDIAN PORTS ASSOCIATION

Eligibility Criteria for the post of Junior Librarian

IPA-Profile

Indian Ports Association (IPA) was constituted in 1966 under Societies Registration Act, primarily with the idea of fostering growth and development of all Major Ports, which are under the supervisory control of Ministry of Shipping .Over the years, IPA has consolidated its activities and grown strength and considered to be a think tank for the Major Ports with the ultimate goal of integrating the Maritime Sector.

Following is the eligibility criteria for appointment to the post of **Junior Librarian**.

Sl No.	Detail of Post	Description
1	Name of Post	Junior Librarian.
2.	No. of Post	1
	Classification	Class III
3	Mode of Selection	Direct
4.	Scale of Pay (Rs)	Rs 23,600-56,300 (pre-revised)
5.	Upper age Limit for Direct Recruitment (in years)	Upto 45 years
6.	Period of Probation (in years)	1 year
7.	Educational qualifications and experience.	Direct Recruitment:- i) Degree in Library Science from a recognized university. (ii) 5 years' experience in library management Desirable Knowledge of computerized library system Preference will be given to candidate have following additional qualification: <ul style="list-style-type: none">• Master/PG Diploma in Library & Information Science.
8.	Job Description	Key responsibilities - <ul style="list-style-type: none">• Search standard reference materials, including on-line sources and the Internet, in order to answer patrons' reference questions.• Organize e-library materials /library materials so they are easy to find, and maintain collections• Develop and index databases of e-

		<p>library materials</p> <ul style="list-style-type: none"> • Keep records of circulation and materials. • Supervise budgeting, planning, procurement of books and subscription of Journals and personnel activities. • Accession, classify, and catalogue books, publications, films, audiovisual aids, and other library materials based on standard library classification systems. • Organize collections of books, publications, documents, audiovisual aids, and other reference materials for convenient access. • Develop library policies and procedures.
9	Job Location	New Delhi
Note: <ul style="list-style-type: none"> • Persons employed in IPA on regular/ contract basis may also apply. • There is no age limit in case of internal candidates. 		

The last date of submission of application is 21.01.2020. Persons fulfilling the eligibility criteria may apply in the prescribed format addressed to:

Chief Administrative Officer
Indian Ports Association,
1st floor , South Tower, NBCC Place,
Bhisham Pitamah marg, Lodi Road,
New Delhi -110003.

Incomplete applications will be rejected.