

## **Post of a Librarian at the Indian Council of World Affairs (ICWA)**

The ICWA, an institution of national importance, established under the ICWA Act, 2001, invites applications for the post of **LIBRARIAN** on contract basis to manage an automated and IT enabled library. Popularly known as 'Sapru House library', it is one of the oldest and reputed research libraries on International Relations. The remuneration will be commensurate with the appropriate levels of the GOI.

### **QUALIFICATIONS & EXPERIENCE:**

**Academic qualifications:** Preference would be given to candidates possessing a first class Master's degree in Library Science/Information Science/Documentation or an equivalent professional degree. Candidates possessing Master's degree in Arts/Science/Commerce or equivalent degree with at least 55% marks or its equivalent grade with Bachelor's degree in Library Science/Information Science /Documentation or an equivalent professional degree with at least 55% marks plus a consistently good academic record may also apply.

**Professional qualifications:** i) At least 12 years experience in a responsible capacity in a University level Library or Head of Library of a reputed research organization. Candidates should be well conversant in the usage of latest library software including management & promotion of digitized electronic resources. ii) The candidate should be well-versed with various activities of an academic and modern digitized library, procurement and processing of books and periodicals, computerization, supervision and maintenance of library materials, extensive marketing and promotion of library services & products, reprography, binding unit etc. and general library administration including management of human resources, experience and knowledge of modern information handling tools and experience in providing excellent customer oriented library services. iii) Excellent communication and presentation skills, both in Hindi and English are essential iv)

An exposure to the field of International Relations is desirable v) Maximum Age: 50 years as on 01-01-2011.

**GENERAL INFORMATION:**

1. The applications should be submitted on or before **24<sup>th</sup> February, 2011** in sealed covers addressed to **The Director, Indian Council of World Affairs, Sapru House, Barakhamba Road, New Delhi – 110 001.**
2. Candidates should submit their CV and photocopies of their educational certificates/testimonials. E-mail addresses for correspondence must be given.
3. Candidates serving in Government/Semi-Government organization or Educational Institution must apply through proper channel. Alternatively, they should submit "No Objection Certificate" from their employer while appearing for interview. Candidates failing to produce 'NOC' will not be interviewed.
4. The contract will be for 2 years extendable to a maximum of 6 years. Probation period will be three months.
5. Selection will be through an interview only. The ICWA will make preliminary screening of the applications. Merely fulfilling the requirements laid-down in the advertisement will not automatically entitle a candidate to be called for interview. The shortlisted candidates would be informed through e-mail.
6. Any direct or indirect canvassing will be considered as a disqualification.
7. No TA/DA for appearing in the interview will be admissible.

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