

No. F.3-10/2010-11/DLDI/
DIVISION OF LIBRARY, DOCUMENTATION & INFORMATION
National Council of Educational Research & Training,
Sri Aurobindo Marg, New Delhi – 110 016

Dated : 30th March, 2012

ORDER

This is in supersession of earlier Order of even no. dated 17-05-2010, the duties & responsibility of **Assistant Librarian**, DLDI may be noted as under:

The Assistant Librarian will be directly responsible to the Dy. Librarian (movement of files through Dy. Librarian)

1. Assist in performing and supervising all professional and technical work relating to books, periodicals, electronic database etc.
2. Supervise stock rectification and stock verifications, maintenance of stocks, binding work etc.
3. Assist in planning & implementing new technologies providing guidance to the library staff in consultation with the Dy. Librarian.
4. Look after the Journals' Section and taking care of the maintenance of hardware/software and peripherals and keeping back-up of the database and uploading the same in the website from time to time.
5. Assist in maintaining discipline in the different sections of DLDI (except administration) following rules, regulations and procedures. Attending extended hour duties as and when required.
6. Look after the documentation services of DLDI in the absence of Documentation Officer and report to the Deputy Librarian.
7. Assist the Dy. Librarian and Librarian in library services and other library matter.
8. Attending any other jobs assigned by the superiors from time to time.

I/c Head, DLDI