

## Professional Assistant

### Job Description:-

1. To perform under the overall supervision of the in-charge of the cell/ unit/ section and assisting them in routine work;
2. **Circulation Section:** Performing, supervising and coordinating the Membership and Circulation work of different categories of staff; Issuing the No Dues/ Clearance Certificates; manually as well as in the computerized environment;
3. **Acquisition Section:** Completing and verification of the bibliographical details of books and other documents before processing the same for purchase and approval by A.L/D.L./Librarian; maintenance of records and correspondence; maintenance of budget; Receiving books on approval (if needed) and on confirmed order. Receiving bills, checking with Purchase orders; corresponding within the Council and with suppliers; accessioning of books; maintaining the budgetary allocations and reconciliation of accounts with Accounts Section; dispatching the cheques, if needed;
4. **Periodical Section:** Soliciting suggestions for renewal and inviting/ receiving for subscription of periodicals and their processing; Completing and verification of bibliographical details before placing order for subscription of periodicals; Placing orders for subscription of periodicals; maintaining and controlling the budgetary allocations; issuing reminders for non-receipt of loose issues of periodicals; passing the bills for payments; display of loose issues; tendering work for binding of books and periodicals; placing the orders for binding of sets of periodicals; reviewing the journals' titles by the Head of Departments, evaluating the usage of journals' titles;
5. **Technical Processing Section:** Classification, cataloging and preparing the data sheets; subject indexing; metadata preparation and content development; editing of cataloging and classification entries; downloading and uploading data of the processed books; Database maintenance and rectification;
6. Maintenance of Statistics of various nature; report generation both manual as well as in computerized environment;
7. **Reference and Referral Work:** Attending the Reference queries both and providing information services both from print as well as web-resources; bibliographical services on demand and in anticipation; assisting in the orientation/ information literacy and competency programmes; Inter-library loan services and maintenance of records; upkeep and development of reference collection;
8. Providing the Internet Access services, attending to e-mails and undertaking the maintenance of the Hardware/ software/ other peripherals;
9. Performing Opening and Closing work;
10. **Secretarial Work:** Maintenance of files, records, registers, stationery items, consumables required in the cell/ unit/ section;
11. Stock verification of books, periodicals and other document and permanent store items manually and in computerised environment;
12. Helping in the weeding out job;
13. Maintenance of legal documents pertaining to the section.
14. Maintenance of the Library Buildings, if needed;
15. Attending morning, evening and holiday duties as supervisors of shift;
16. Any other jobs assigned from time to time.