

**V. V. Giri National Labour Institute
Noida**

(An Autonomous Body established by Ministry of Labour & Employment Government of India)

File No. Adm.2(003)/2024

Dated: 23.11.2024

Applications are invited from the eligible candidates for One (01) post of Assistant Library & Information Officer in VVGNI on direct recruitment basis in the Pay Matrix, Level - 7 (Rs.44900-142400) as per 7th CPC plus allowances.

Date of Advertisement of vacancy in the Employment News: **23-29 November, 2024**

Last date received of application - 42 days from the date of advertisement notice. (i.e. **04.01.2025**)



(H. S. Rawat)

Administrative Officer

H. S. RAWAT

Administrative Officer

**V. V. Giri National Labour Institute
(Ministry of Labour & Employment)
Sector - 24, Noida - 201301 (U. P.)**

V.V. Giri National Labour Institute

Sector-24, Noida

(An Autonomous Body established by Ministry of Labour & Employment,
Government of India)

V. V. Giri National Labour Institute is a premier and the only national level institute exclusively devoted to the study and training in labour and labour-related issues. Registered as an autonomous institute of the Ministry of Labour and Employment, Government of India in 1972, the National Labour Institute started functioning in 1974, and it was renamed as V.V. Giri National Labour Institute in honour of the late Shri V.V. Giri, former President of India, an indefatigable trade unionist and the doyen of labour studies in the country.

The Institute has a succinctly stated vision to be "A globally reputed institution and centre of excellence in labour research and training committed to enhancing the quality of work and work relations". In line with this, the Institute's mandate focuses on six major activities:

- (i) research, (ii) training and education, (iii) publications, (iv) library and information systems, (v) consultancy, and (vi) networking and collaborations.

Recruitment for the Post of Assistant Library & Information Officer (UR)

Applications are invited for one post of Assistant Library & Information Officer (UR) to be filled up in the Pay Matrix Level 7 (Rs.44900-142400) as per 7th CPC plus allowances.

Last date of Application

04.01.2025

Date of Advertisement of vacancy in the
Employment News/Rojgar Samachar

23-29 November, 2024

Brief Job Descriptions:

- In-charge of Library, information, Advocacy and IT services of the Institute. Formulations and implementation of all policies, procedures, etc. of library & information services.
- Custody, classification and cataloguing of all books, periodicals, audio-visual materials, information in digital form, library information etc
- Develop depth classification scheme for non-book materials.
- Selective Dissemination of Information (SDI) - To prepare user's / readers interest profile; subject profile; matching user's profile with documents profile; to provide match result to users etc
- Bibliographical services - At regular intervals bibliographies on demand and topical subject to be brought out.
- Short range questions - To provide short range services to users on phone through computer, etc.
- Long range questions - To record, long range queries, matching queries with reference to documents, providing Xerox copy of documents to users,
- Interlibrary loan - Collecting the name of documents with full bibliographic details from users and search the availability of documents in the library. If documents is / are not available in the library then arranging documents from other libraries on inter library facilities basis.

- Current Content of Journals - Compile monthly library service. Xerox of content pages of journals / magazines received in the library to be compiled alphabetically by journals/magazines.
- Article Alert Service -Important and relevant articles to be selected and indexed from all received journals / periodicals. Index card of the selected articles to be prepared with the fields, (a) Author (b) Title of the article, (c) Name of the periodicals, (d) Date & issue details of the periodicals, (e) Keywords / subject headings, (f) Relevant pages, etc. The same information to be entered in computer also. Article Alert Service to be compiled on weekly basis.
- Newspaper Clipping Service - To identify, marked relevant articles appearing in the daily newspapers, assigning broad subject heading on each clipping, taking print out and according broad subject heading, making data available for on-line search.
- User Orientation - Arrange use orientation programme on regular interval basis.
- Automation of all activities of the library. Libsys Software Maintenance and day to day application.
- Officer in charge of IT and IT related equipment, like computers, projectors etc. in the Institute.
- Ensuring timely publication of all regular journals and occasional journals by liasoning with faculty incharge and AAO for printing. Any delay beyond 15 days at any end to be brought to the notice of DG
- Ensuring complete cleanliness/dusting of books/journals regularly. Ensure upkeep of Library premises cleanliness, etc
- Attend to the protocol duties as assigned from time to time.
- Any other work assigned by the DG and his higher authorities from time to time.

Essential Qualification:

- i) Bachelors degree in Library Science or Library and Information Science of a recognized University/Institute;
- And**
- ii) Two years professional experience in Library under Central/State Government/ Autonomous or Statutory Organisation/PSU/University or Recognized Research or Educational Institutions

Desirable:

- a. Master's Degree in Library Science or Library and Information Science of a recognized University/Institute
- b. Diploma in Computer Applications from a recognized University of Institute.

Age:

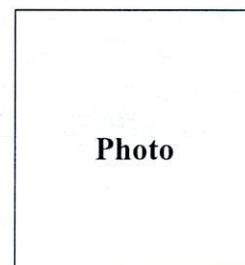
Not exceeding 30 years

Relaxable of Government servants/departmental candidates for 5 years, SC/ST candidate's by 5 years & OBC by 3 years as per Central Government Provisions from time to time.

Interested persons may forward complete Curriculum Vitae in the enclosed format, along with attested copies of supporting documents/ certificates, if any, subscribing the cover "Application for the post of Accounts Officer" to the Director General, V.V. Giri National Labour Institute, Sector-24, NOIDA-201301, Uttar Pradesh.



**APPLICATION FOR APPOINTMENT FOR THE POST OF ASSISTANT LIBRARY
& INFORMATION OFFICER**



01.	Applicant Name (in Block Letter):	
02.	Address with Contract No.:	
03.	Father's Name:	
04.	Sex:	Male / Female
05.	Date of Birth (in Christian Era):	____/____/____
06.	Are you a citizen of India?	Yes / No
07.	Community (GEN/SC/ST/OBC) (Please enclose Certificate)	
08.	Education Qualifications:	
09.	Whether Education and other qualifications/ Experience required for the post are satisfied: i) Bachelor's degree in Library Science or Library and Information Science of a recognized University/Institute; ii) Two years professional experience in Library under Central / State Government/ Autonomous or Statutory Organisation/ PSU/ University or Recognized Research or Educational Institutions (Please enclose supporting documents for above claim)	
10.	(a) Essential:	
	(b) Desirable:	

11.	Experience: Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature					
	Office	Post Held	From	To	Scale of Pay Pay Band/ Pay/Basic Pay	Grade Nature of Duties (in details)
12.	Nature of present employment: i.e., Ad-hoc or Temporary or Quasi-permanent or Permanent					
13.	In case the present employment is held on deputation/contract basis, please state: (a) The date of initial appointment: (b) Period of appointment on deputation/contract: (c) Name of the parent office/organization to which you belong:					
14.	Total emoluments per month now drawn:					
15.	(i) Additional information, if any, which you would like to mention in support of your suitability for the post.(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (iv) Awards/ Scholarship/ Official Appreciation (v) Affiliation with the professional bodies/institutions/ societies and (vi) Any other information. (Note: Enclosed a separate sheet. If the space is insufficient)					

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Address with Mobile No. _____



UNDERTAKING

I hereby declare that above particulars are correct and true to the best of my knowledge and belief.

I _____ undertake that in the event of my selection to the post of Assistant Library & Information Officer in VVGNLI, I will not withdraw my candidature.

Place : _____

Signature of the candidate

Date : _____

