



## **National Institute For Research In Reproductive Health, Mumbai**

### **Advertisement No. - NIRRH/07/A/06/2017**

Applications are invited for one post of Library & Information Officer in the Pay Band- 3 Rs. 15,600-39,100+ Grade Pay Rs. 6600+ usual allowances as admissible to ICMR employees under the rules.

#### **I. Essential Qualification:**

1. Master's Degree in Library Science or Library and Information Science of a recognized University/Institute.
2. Five year's professional experience in a Library under Central/State Government/Autonomous or Statutory organization/PSU/University or Recognized Research or Educational Institution.

#### **Desirable Qualifications:**

1. One year experience of computing Library activities in a Library under Central/State Government/Autonomous or Statutory organization/University or recognized Research or Educational Institution.
2. One year Professional experience in specific areas of activities of the Scientific organizations vis. Generation of Information document, Digitization of Library, ISDN etc.
3. Diploma in Computer Application from a recognized University or Institute.

#### **II. Age Limit:**

Not exceeding 40 years. Relaxable up to 5 years for Government servants and for SC/ST/OBC/PH candidates in accordance with the instructions issued by the Department of Personnel and Training from time to time in this regard.

### **III. Job requirement:**

1. Organisation, supervision, and maintenance of books, periodicals and other printed material in the library.
2. Selection of publications to be purchased, procurement of journal & books.
3. Supervision of classification, indexing, cataloging, shelving of books and other publications, maintenance of stock and issue.
4. Supervision of digitization of old and fragile documents, their storage, database-driven web interfaces and web-based library services.
5. Management of subscription to e-resources (journals, etc).
6. Supervision and maintenance of automated library package.
7. Handling electronic documentation resources, web pages, information services and circulation.
8. Creation and archiving of information assets and services.
9. Maintenance of the Institutional Repository of NIRRH publications.
10. Acquisition, organization and dissemination information through information services, outreach programs and the institute website.
11. Update of the Institute website.
12. Liaison with other information centres, professional associations and groups dealing with information management.
13. Guidance to readers in selection of books or in finding information.
14. Serve as the administrative/technical coordination for documentation related purchases for the library and other departments.
15. Supervision of reprographic services.
16. Compilation, preparation and printing of the Institute Annual Report.
17. Coordination and compilation of information from the scientists for reports to be sent to ICMR Hqds (Annual Report, Research Framework Document), Annual Report to be sent to DHR.

#### **IV. Application fee:**

Rs. 500/- for General & OBC Candidates in the form of crossed demand draft of any bank drawn in favour of "Director, NIRRH" payable at Mumbai SC/ST/PH/Ex-Servicemen/PWD category/Women candidates are exempted from making application fee ICMR employees are not exempted from making application fee for direct recruitment post.

#### **V. How to apply:**

Candidates fulfilling the above qualifications and willing to apply for the post can download the application form from NIRRH website i.e. [www.nirrh.res.in](http://www.nirrh.res.in).

A hard copy of Application, copies of necessary documents (self attested) should be submitted by hand/speed post to the Director, National Institute for Research in Reproductive Health, Jehangir Merwanji Street, Parel, Mumbai- 400012 along with DD towards application fee so as to reach by **5.00 PM** on or before **18<sup>th</sup> August, 2017**.

Application from employees working in Central/State Govt. Department, Public Sector Undertaking and Govt. funded research agencies must be forwarded through proper channel. Advance copies of application will be considered subject to the condition that a "No Objection Certificate" from the employer is produced at the time of personal discussion/interview.

#### **VI. Other information:**

1. The post is temporary but likely to be continued.
2. Allowances as per central government rules are admissible on the above pay scale. Benefits of new restructured defined Contributory Pension Scheme are admissible as per the provision contained in the Ministry of Finance, Department of Economic Affairs (ECD & RR Division), Notification No. 5/72003- ECD & PR dated 22.12.2003 effective from 01.01.2004.
3. The above post bears all India transfer liability.
4. The selection to the post will be made by both competitive written test and interview. It may not be possible to call all the eligible candidates for the interview/personal discussion, the applicants will be short-listed for this purpose on the basis of experience.

5. Self attested copies of certificates in proof of date of birth, educational qualification (Certificate/Statement of marks), experience as mentioned under essential qualification and community certificate must be enclosed with the application.
6. SC/ST candidates called for Written Test interview will be paid second class rail fare (To & Fro) by the shortest route as admissible under Rules.
7. Incomplete application and the applications received after the closing date will be rejected. Unsigned/incomplete application or application without supportive evidence asked for/without demand draft, application received late shall be summarily rejected.
8. In case of selection of internal candidates the same shall be treated as promotion. His/her pay will be fixed only by one step up i.e. a library staff in the Grade pay of Rs. 4200 shall be allowed pay in the Grade pay of Rs. 4600 and his/her further up-gradation shall be considered after three years on the basis of category of the library.
9. Any canvassing by or on behalf of the candidate or bringing political or other outside influence with regard to selection shall be a disqualification and such candidates will not be entertained.
10. The decision of the Director- General, ICMR shall be final in all the matters in this regard.
11. For activities of the above mentioned institute/centre, please visit NIRRH website: [www.nirrh.res.in](http://www.nirrh.res.in)

**Director, NIRRH**