

Job Title: LIBRARY INTERNS

Location: Ashoka University, Rajiv Gandhi Education city, Rai, Sonipat, Haryana

Experience (in years): 0 Years / Freshers preferred/Those awaiting MLISC results may also apply.

Nature of work: Full Time but for 6 months only / Temporary

About Ashoka University:

10 years ago, we embarked on a journey to establish a world-class, multi-disciplinary, liberal arts and sciences university in India. Built on the finest global best practices of institution and university governance, Ashoka has truly transformed Indian higher education in India with its unique pedagogy, governance and best practices. Ashoka is today India's #1 liberal arts and sciences university that is home to the most diverse student body, a hub for impactful research and a magnet for best-in-class faculty and staff.

About Ashoka Library:

Housed in a new and spacious building the library presents best-in-class infrastructure, a rich collection of resources, and user-centric facilities. The library is enriched with valuable, rare, and classic collections including that of Shelly and Keats, that have been kindly donated to us. By deploying fully automated systems, the latest search tools and apps, the library has created an efficient document delivery and information retrieval system.

Role and Responsibilities:

Assist in the Collection development & cataloguing (with KOHA software) processes.
To work in other functions /service areas of the library.

Eligibility:

Education Qualification Masters in Library and Information Science (Regular/Full Time course only)

Competencies MS Office / KOHA

Remuneration: Stipend of Rs 20,000 per month

Last Date for Application **28th Nov'22**

Application Submission Process

Please submit an updated CV at Connect HR connect.hr@ashoka.edu.in, with the subject line – <Job Name+Department Name_Applicant Name> by 28th Nov 2022.

Selection Process:

- Shortlisted candidates will be first called for telephonic interview followed by in-person interviews on campus.
- The Date and venue of the interviews will be communicated to the shortlisted candidates.

Ashoka is an equal opportunities employer.