

Job Title: Library Executive, HDFC Library

Reports to: Director (Library), HDFC Library

Location: Ashoka University, Sonipat Campus (#2, Rajiv Gandhi Education City, Delhi -NCR, Rai. Sonipat, Haryana)

Experience (in years): Minimum 1 year experience

Nature of work: Need to work in document circulation, cataloguing reference services and library functional and operational areas. Ample exposure to library automation systems such as KOHA and other related library platforms, accessing databases and uploading resources in the library portal. The major work will be around Cataloguing, Classification, Metadata creation, Circulation and Query Handling, Digitization, Building Institutional Repository (IR) etc.

About Ashoka University:

Ashoka University is India's premier interdisciplinary teaching and research university, an institution that has become a beacon of academic excellence in the less than 10 years since its inception. At Ashoka, we encourage you to embrace change, learn and grow continuously, and strive for excellence in what you do.

As part of our thriving and committed workforce, you will:

Be Mission-Driven: Champion interdisciplinary learning, innovative pedagogy, and academic rigor to transform Indian higher education.

Think Strategically: Collaborate with other innovative colleagues to shape the future of higher education through strategic planning and a forward-thinking approach.

Act Authentically: Embrace authenticity and integrity, fostering an inclusive and supportive environment where every voice is valued.

Take Accountability: Own your work and drive positive change, as an individual seeking to make a meaningful contribution.

Build Collaboration: Experience the power of teamwork and diverse perspectives, working collectively towards our shared goals.

Deliver Excellence: Strive for high quality in all aspects, upholding the highest standards of academic excellence, student support, and professional development opportunities.

At Ashoka University, we are on a mission to redefine higher education and create a remarkable space where innovation and collaboration thrives. As a **pioneering force in interdisciplinary learning**, we **continually grow and adapt** to stay at the forefront of educational excellence with emphasis on inclusivity and equal opportunity. Our philosophy revolves around **care, well-being, and connection**, which are deeply embedded in everything we do.

When you join our community, you become part of an extraordinary journey in which you can enhance your potential and make a meaningful impact.

About HDFC Library:

The library team at Ashoka University focuses on enriching academic experience through efficient information access and delivery. The library specializes in curating a diverse collection of resources, both print & digital, to provide a conducive learning & research environment. It supports students with remote (anywhere/ anytime/ any device) access to a vast array of digital books, journals, databases & reference sources related to their coursework and beyond. The library aims at easing the learning process and fostering holistic growth and meaningful contributions within the academic community. For further information please visit us < <https://library.ashoka.edu.in/> >

Role and Responsibilities: Working as a team member in the library as assigned by the supervisor. Cataloguing, Classification, Metadata creation, Circulation and Query Handling, Digitization etc.

Qualifications and Skills Required: The candidate should be well versed with DDC, creating catalogues in Koha (Library Management System), knowledge in building institutional repository (IR) using DSpace, knowledge in CANVA or other software for bringing out library marketing collaterals etc. MLISc (Master's degree in Library & Information Science) through regular / full time programs from recognized universities / institutions. **Preferred Qualifications** would be UGC-NET qualified and additional ICT knowledge and or/current trends in library ICT applications. Good working knowledge of MS Office, communication skills and familiarity with library automation software & systems (KOHA) will be an added advantage. Preference will be given to candidates having additional qualifications and skills in website management, digitization and digitalization processes.

Application Submission Process:

Submit your application to Ashoka University's <HDFC Library> to ensure your candidacy receives the attention it

deserves, kindly follow the application submission process outlined below:

Prepare an Updated CV: Showcase your professional accomplishments, skills, and experiences in an updated curriculum vitae.

Submit Your Application : <https://forms.gle/YQdNga6jjxRagFYEA>

Include Essential Details: Along with your CV, kindly provide the following information:

- Last compensation received: We value your expertise and acknowledge the importance of fair compensation.
- Expected salary: Share your aspirations for growth and remuneration.
- Notice period: Inform us of the time required to transition from your current role, if applicable

Only shortlisted candidates will be contacted as part of our rigorous selection process.

Adherence to Deadlines: To ensure fairness and efficiency, please submit your application by (01 July 2024 – if applicable). Applications received after the deadline will not be considered.