



WEST BENGAL HOUSING INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.

(A Govt. of west Bengal Undertaking)

'HIDCO BHABAN', Premises No. - 35-1111, Biswa Bangla Sarani, 3rd Rotary, New Town, Kolkata - 700 156

e-Mail : info@wbhidco.in website : www.wbhidcoltd.com

No. 3569/HIDCO/Admn-2732/2014

Date : 08/12/2020

NOTICE

West Bengal Housing Infrastructure Development Corporation Ltd. (WBHIDCO), (A Government of West Bengal Undertaking) invites application from eligible personnel for engagement on contract basis in the following post with desired criteria :

1.	Name of the Post :	Library Assistant for Digital Library at NT
2.	No. of Post :	1 (One)
3.	Skill & Experience :	<ol style="list-style-type: none">1. A bachelors' degree from recognized University.2. A bachelors' degree or equivalent in Library Science.3. 2-5 years of experience as a Library Assistant in any recognized organization.4. Experience of working in digital library system.5. Formal education in Computer education / digital library.
4.	Job responsibility :	<ol style="list-style-type: none">1. Classification, cataloguing of books and data entry.2. Digital library system implementation and maintenance with Koha and Dspace open source software.3. Implementation and maintenance of Koha (Integrated Library System Management) server in Library.4. Library e-book resource development.5. Manage Library data and reports utilizing Library software system.6. Manage Library inventory, perform stock checks and prepare items list for removal , relocation and binding.7. Sort books, publications and other items according to established procedure.8. Maintenance of membership records, maintain inert library transaction process.9. Install radio frequency identification tags.10. Updating issue and return register using Koha software.11. Assist all readers in finding books.12. Responsible for overall maintenance and upkeep of library including computers, audio-visual devices, printers and photocopies.
5.	Age :	Below 40 years as on 01.06.2020.
6.	Remuneration :	Around Rs. 25,000/-
	Desirable :	<ol style="list-style-type: none">1. Good communication and interpersonal skills.2. Ability to work with children, students and elders with ease.3. Candidate with higher qualification will be given special weightage during selection.

Applications stating all details may please be sent to the Joint Managing Director (Admn), WBHIDCO at 'HIDCO BHABAN', Premises No. - 35-1111, Biswa Bangla Sarani, 3rd Rotary, New Town, Kolkata - 700 156, within 18/12/2020 upto 4.00 pm. The applications received after 18/12/20, 4 pm, will not be considered.


Joint Managing Director (Admn)