**A. About GL Bajaj**

- GL Bajaj Group was incepted in year 1997, carrying a *winning legacy* of 12 institutions running diverse higher education programs.
- GL Bajaj Group, has +14,000 students, +800 *faculty members*, 12 institutions, and 6 campuses with +300 acres of land.
- *Passionate education provider in multi disciplines* at undergraduate and postgraduate level (B.Tech, MBA, MCA)
- NAAC A+ accredited, 4 stars from Ministry of Education, NIRF rank holder, Research & Incubation centre, Entrepreneurship development and top quality placement for students
- *Vibrant Learning Ecosystem* on the campus, has *inspired and brilliant students*.
- *We are offering to the right candidate an excellent compensation package* along with the tools and the environment to foster intellect and new ideas.

**B. Industry**

Higher Education

**C. Post/Job Title**

Senior Library Assistant

**D. Job Type**

Regular

**E. Reporting to**

Librarian

**F. Job Location**

Greater Noida, Delhi/NCR

**A. Job Description**

- To assist in procurement of course material i.e. books, articles, cases, simulations, etc.
- To assist in procurement of library resources (print & online).
- To perform library outreach activities.
- Answering to user reference queries
- Compilation of usage statistics on regular basis.
- To attend any other duties assigned by the institute authorities from time to time.

**B. Skills**

- Working knowledge of Reference Management tools
- Knowledge of library procedures and standards (such as DDC, MARC format etc.).
- Knowledge of procurement of learning resources. Experience responding to RTI and financial audit queries is welcome.
- Good oral communication skills.
- Good drafting/writing skills and experience with Office productivity software (MS office - (Word / PowerPoint / Excel) / Latest Tools Power - BI/ChatGpt/Microsoft/Google E-Mail/Meeting operations. is expected.

**C. Attributes**

- Dynamic, dedicated and experienced HR professional.
- Energetic, team player.
- Ability to work in fast paced evolving environment.
- Flexible in working shifts.
- Impressive written, oral, e-mail, telephone, presentation communication skills.
- Fun, ethical, intelligent, disciplined, creative.
- Urge to learn new things and adaptive to changes.
- Focused, open to new ideas and out of box thinker.
- Attitude to do routine things in a better way.
- Data driven analytics approach to improve the process.
- Thriving and creating strong department’s team, respect fellow colleagues.
- Progressive mindset to innovate and simplify process.
- Must be able to manage competing demands, accept criticism and constructive.
feedback, while being extremely adaptable and flexible.

- Reflection of an impeccable persona in walk-talk while dealing with academia.
- High spiritual quotient (Social quotient - SQ, Intelligence quotient - IQ, Emotional Quotient - EQ)

### G. Educational Qualification / Experience

- A Master’s Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent Grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
- Minimum 1-2 years of Practical experience working with Library Software tools like KOHA, DSpace, Office Tools and content management systems etc.
- Experience in drafting estimates and annual budgets for the library is expected.

### H. Salary
- As per norms

### I. Apply for the position by sending your CV on

[careers@glbitm.ac.in](mailto:careers@glbitm.ac.in)

### J. You may visit our website’s career page at

[www.glbitm.ac.in](http://www.glbitm.ac.in)