



भारतीय खेल प्राधिकरण नेताजी सुभाष राष्ट्रीय क्रीडा संस्थान, पटियाला
Sports Authority of India Netaji Subhash National Institute Of Sports Patiala

No. SAI-NIS/AW/Contract/2023/

Dated: 09.08.2023

WALK-IN-INTERVIEW

ADVERTISEMENT FOR THE POST OF ASSISTANT LIBRARIAN

Sports Authority of India (SAI) is an autonomous organization under the administrative control of the Ministry of Youth Affairs and Sports with its Head office at Jawaharlal Nehru Sports Complex, Lodhi Road, New Delhi-110003.

SAI NSNIS, Patiala invites applications from eligible, qualified and motivated Indian Citizens for providing consultancy as Assistant Librarian on contract basis initially for a period of 02 Years further extendable up to 03 years.

Sr. No.	Post	Number of Post
1.	Assistant Librarian	01

The details of recruitment along with application form are available on SAI, NSNIS PATIALA website <http://www.nsnis.org>.

DATE OF WALK-IN-INTERVIEW:- 25.08.2023

SAI NSNIS, Patiala reserves all the rights to withdraw this advertisement at any time without assigning any reason. For any recruitment related query, e-mail to esttnis@gmail.com

Senior Executive Director
Sports Authority of India
NSNIS, Patiala

Job Description

(Table-I)

POSITION	BRIEF DUTIES OF ASSISTANT LIBRARIAN
Assistant Librarian	<p>Code, classify and Catalog books, publications, films, Audiovisual aid, and other library materials bases on subject matter or standard library systems; Answering readers' enquiries related to the library, ensuring that readers maintain library etiquette and taking necessary action on material that are overdue or destroyed; Using library systems and specialist computed applications:</p> <ul style="list-style-type: none">▪ Liaising with departmental academic staff, external organizations and suppliers;▪ Ensuring that library services meet the needs of particular groups of users (eg staff, trainees, resource persons, Government officials etc.)▪ Managing budgets and resources;▪ Supporting independent research and learning Developing IT facilities with respect to the MATI Library; Assisting readers to use computer equipment, conduct literature searches etc.▪ Promoting the library's resources to users;▪ Strong IT skills and familiarity with the use of databases and internet; Team working and management skills;▪ Assessment of resources and library users' needs;▪ Keep records of circulation and materials; Check books in and out of the library;▪ Compile list of books, periodicals, articles, and audiovisual materials on particular subject;▪ Ensuring maintenance and upkeep of library equipment's & books: Any other related works;

Confidentiality:

- a) Selected persons will not be allowed to publish a book or a compilation of articles or participate in a radio broadcast or contribute an article or anonymously or pseudonymous in the name of any other person, if such book, article, broadcast, uses any information that he/she may gather as part of this assignment.
- b) During the period of engagement, Employee would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him/her during the period of his/her engagement to anyone who is not authorized to know.
- c) The Selected personnel at no instance can represent or give opinion or advice to others in any matter, which is adverse to the interest of the Government.

(Table- II)

Eligibility Criteria	
Particular	Assistant Librarian
Number of Person required	01
Monthly remuneration On Fixed (Rs.)	Rs. 35,400/-
Age (Upper Limit)	35 years Maximum
Qualification and experience required	Degree from a recognized University with Diploma in Library Science from a recognized University/Institute with 03 years of experience in relevant field.

****Note: Experience will be counted only if the same is acquired after the completion of Essential Qualification.***

Terms & Conditions

- a) The appointment will be purely on Contract basis initially for period of one year which may be extended on satisfactory performance and it will not confer any right to claim of permanent employment in SAI.
- b) The contract will entitle the contractual appointee fixed remuneration of Rs.35,400/- per month on fixed. The contractual appointee will not be entitled to any other allowances.
- c) In case, they are required to proceed outstation from the place of posting on tour for official duty, he/she will be entitled to TA/DA, as per rules.
- d) In case, the performance is not found satisfactory as per the set performance review criterion, the services will be discontinued after giving a prior one month notice.
- e) He/She will be entitled 30 days Leave in a calendar year on pro rata basis subject to prior approval of the Competent Authority.
- f) No TA/DA will be given for attending the Interview.
- g) **Eligible and willing candidates are required to bring applications in the prescribed proforma attached herewith (at Annexure-) along with Original and the copies of certificates in support of their qualification and Experience on 25.08.2023 at 11:00 am for Assistant Librarian.**

CANVASSING IN ANY FORM WILL LEAD TO DISQUALIFICATION

APPLICATION FORM

Recent
colored
Passport
Size
Photograph

1. Full Name in Capital Letters : _____
(As per the matriculation certificate)
2. Gender : Male ☐ Female ☐
3. Date of Birth : _____
(As per the matriculation certificate)
4. Father's Name : _____
(As per the matriculation certificate)
5. Category : _____
6. Nationality : _____
7. Post Applied For : _____
8. Permanent Address : _____
: _____
9. Address for Communication : _____
10. Mobile Number : _____
11. Email ID : _____
12. Proof of Identity : _____

13. Academic Qualifications : _____

QUALIFICATION	NAME AND ADDRESS OF COLLEGE/INSTITUTION	UNIVERSITY	YEAR OF PASSING

14. Details of Services rendered earlier/Experience in related field: (After the basic graduation).

Post/Designation	Name and Address of the Organization	Duration of Tenure		Total Period
		From	To	

Declaration: I solemnly declare that the above statements made by me are correct to the best of my knowledge and belief. I shall abide by the rules and regulation of Sports Authority of India.

Name & Signature of Candidate