



## **India Habitat Centre**

Applications are invited for the post of an Executive in the Library at India Habitat Centre (IHC).

The library at IHC is a prestigious and popular facility. IHC is a landmark institution in New Delhi. It has excellent facilities, with a regular flow of new books.

IHC is looking for young dynamic individuals with good communication skills both oral and written. The candidate should be a graduate in any discipline with computer and other office skills. The candidate with higher qualification and work experience will be given preference, especially in the area of Library Science.

The Library at IHC is a member based facility open all seven days a week from 9:30 am to 8:00 pm. The candidate will be required to work in shifts.

Salary for the above job will be commensurate with qualifications and experience. Canvassing in any manner would disqualify the applicant. Please email the resume and covering letter to Ms. Bhavna Sharma by 20<sup>th</sup> January 2018 at [Vacancy@indiahabitat.org](mailto:Vacancy@indiahabitat.org)

### **Job Description:**

1. Discharge Readers' Advisory Desk duties as per the roster.
2. Assist in management of back-issues of periodicals.
3. Assist in IT training programme for IHC Members, "Manage Your Life With IT (MYLIT)" (Registration, Theory & practical classes).
4. Assist in Display of new books/periodicals added to HLRC, updating all the other Notice Boards in the HLRC and send related notices to members.

5. Assist in Technical Processing of books, periodicals and other information resources.
6. Assist in routine stock inventory of information resources in HLRC.
7. Assist members in using Wi-Fi service, computers and Self-Check-In/Out Kiosk).
8. Shelving/Shelf-Reading/Periodic re-arrangement of books on shelves.
9. Assist in HLC Library inventory and maintenance.
10. Assist in maintaining information resources in agreed order in the Back Room in HLRC and in the HLRC Store.
11. Assist in preparation and sale of slow-moving titles and back issues of periodicals, as well as maintaining the inventory of IHC publications.
12. Assist in data entry and in generating reports of various sections in the HLRC as and required.
13. Filing HLRC correspondence & documents related to HLRC.
14. Any other duties assigned by HLRC In-Charge/HLRC Advisor.

Executive (HLRC) will work as per daily shift, weekly off-days and back-up staff at the Readers Advisory Desk as and when required, as assigned by HLRC In-Charge and report to HLRC In-Charge.

**Other Skills:**

1. Proactive and pleasant attitude while dealing with members and other users.
2. Aptitude for Multi-tasking.
3. Attention to detail.
4. Respect for time.

5. Willingness to avail of staggered weekly off-days\*.
6. Willingness to work in shifts\* (9:30 a.m. – 5:30 p.m. and 12:00 noon – 8:00 p.m.).

\*HLRC works seven days a week from 9:30 am. - 8:00 p.m. and is open through the year, except on Republic Day, Holi, Independence Day, Diwali and Gandhi Jayanti.

Note: - Use Reference Code: "HLRC-EXEC-18-01" in subject line while applying.