



NATIONAL LAW UNIVERSITY AND JUDICIAL ACADEMY, ASSAM
Hajo Road, Amingaon, Guwahati-781031

No. NLUJAA/LIB/F/NOTIFICATION/2016/

Date: 02.05.2024

Interested and eligible candidates are hereby invited for a Walk-in-Interview for the post of 'Library Assistant' (01 position) on contractual basis scheduled to be held on May 9, 2024 from 11.00 am to 1.00 pm (Document verification starts at 11.00 am)

(A) Qualifications and other Conditions:

- 1) A Bachelor's Degree in any discipline from a recognized University/ Institution, preferably Bachelor's Degree in Library Science, with good academic record.
- 2) Knowledge of computerization of Library is essential.
- 3) Preference will be given to candidate having Post Graduate Degree with previous experiences in this line of work.

(B) Job Responsibilities:

- i. Automation work in the library (data entry, patron creation etc.)
- ii. Renewal Work of periodicals, online databases subscribed by the library
- iii. Stock Verification of Library Books etc.
- iv. Performing other duties as assigned by the competent authority from time to time.

(C) Age Limit: Preferably below 38 years.

(D) Salary: Rs. 22,700/- (consolidated pay)

(E) Contract Period: 11 months (to be reviewed for extension based on performance)

(F) Interview Date: 09.05.2024 (Thursday) from 11.00 am to 1.00 pm

Document Verification: Starts at 11.00 a.m. in the 3rd Floor, Administrative Block, NLUJA, Assam

Candidates having requisite qualifications and fulfilling other eligibility conditions are to attend the said walk-in-interview along with original and self-attested photocopies of testimonials in support of their qualification, experience as well as No Objection Certificate from the present employer, if applicable, on 09.05.2024 at 10.00 a.m.

NOTE:

- Appointment will be made as per requirement of the University and will be on purely temporary basis
- The University reserves the right to reject applications/ terminate service of the incumbent at any point of time.
- No TA/DA will be provided to candidates
- University reserves the right to withdraw the advertised posts at any time.
- In case of any inadvertent mistake in the process of selection which may be detected at any stage, even after the issue of appointment order, University reserves the right to modify/withdraw/cancel any communication made to the candidate.

Sd/-
Registrar,
NLUJA, Assam