

NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH
Institution Deemed to be University under Distinct Category
A Centrally Funded Technical Institute
Ministry of Education, Govt. of India, Taramani, Chennai – 600 113.



Advt. No.: 05/2025-26

Dated: 26.07.2025

INFORMATION TO THE CANDIDATES

Name of the Post	:	Assistant Librarian
Number of Post	:	01 (ONE)
Classification	:	Group A
Reservation	:	OBC
Pay level	:	Academic Pay level 10 (Rs.57,700 – 98,200)
Age Limit	:	35 years

A. Essential Qualifications:

- i) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point –scale, wherever the grading system is followed)
- ii) A consistently good academic record, with knowledge of the computerization of a library.
- iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges /Institutions subject to the fulfilment of the following conditions:-

- a) The Ph.D. degree of the candidate has been awarded in the regular mode
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate has been conducted;

- d) The candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/her Ph.D work in conferences / seminars sponsored /funded/supported by the UGC/ ICSSR /CSIR or any similar agency.

B. Desirable Qualification:

Experience in the relevant field.

Job Description:

- i) Responsible for the overall management and strategic direction of the library, including planning, budgeting and developing library policies.
- ii) Managing the library's budget, acquiring new resources, and ensuring the efficient organization and maintenance of the library's collections (both physical and digital).
- iii) Collaborate with other libraries, institutions and professional organisations to enhance library resources and services.
- iv) Providing information services to researchers, faculty, and students, including conducting research, providing guidance on information resources, and developing and implementing library policies.
- v) Contributing to the development and implementation of digital library initiatives, including the creation and maintenance of online resources and services.
- vi) Staying up-to-date with the latest trends and technologies in the field of library science and information management, and implementing new and innovative library services.
- vii) Develop and deliver training programs for library staff and users on using library resources and information technologies.
- viii) Contribute to the development of the library's strategic plan and ensure alignment with the relevant guidelines and regulations and also institute's goals.
- ix) Any other works assigned by the Director/ HoD as and when required.