

No. PC(LBY)I-30/2014
Government of India
Planning Commission

Date: 20/03/2014

**Sub: Recruitment for engagement of Young Professional for Knowledge Centre /
Library of Planning Commission.**

The Planning Commission of India invites applications from eligible, experienced and capable candidates for recruitment as Young Professional for its knowledge sharing and management activities.

The recruitment is to be done on a contractual basis for an initial period of one year which can be extended further as per the candidate's performance and project requirement. Selection of the candidates will be made based on their performance in academic, work experience and interview. Short-listed candidates found suitable in the initial screening will be called for interview / written test.

Eligibility: B. Tech. (Computer Science) / MCA or Masters & M. Phil Degree in Library and Information science

Experience: Minimum 2 years working experience. The experience of working in knowledge/document management activities would be preferred.

Age The candidate should preferably be below the age of 35 years.

Major Responsibilities

- i) Contribute on planning and reorganizing the collection in the knowledge centre in consultation with authorities in the Planning Commission
- ii) Design web site and web-based interfaces for knowledge sharing and special collections available in the Planning Commission library
- iii) Facilitate inter-library cooperation amongst selected libraries in Delhi through union catalogues and Z39.50-based search interfaces
- iv) Select and digitize old, fragile and less-used documents that are of high education / reference value
- v) Coordinate with Mega Scanning Centres of the Digital Library of India Project (C-DAC Noida) to get the scanning done
- vi) Identify other knowledge houses/sources and journals that can partner with the Planning Commission

vii) Any other task assigned by the authorities

Core Competence Required

- i) Understanding of digitization process, tools and techniques, library management software and their applications
- ii) Ability to apply and demonstrate ICT applications in Libraries including designing of Web site and Web-based interfaces to specialized databases and collections
- iii) Ability to effectively coordinate various agencies involved in the process of reorganization of the library
- iv) Strong inter-personal, oral and written communication skills

Remuneration: Rs. 30,000/- to Rs.40,000/- monthly (fixed)

How to Apply

The candidates who fulfill the eligibility criteria and are willing to apply can download the application format from the Planning Commission website (<http://planningcommission.nic.in>). Application duly completed in all respects along with recent passport size photograph and attested copies of relevant certificates and testimonials should be submitted to the:

Chief Librarian-cum-Documentation Officer
Planning Commission
Government of India
Yojana Bhavan, Sansad Marg
New Delhi -110 001
Email: kumar.sanjay71@gov.in

Your application should reach within 15 days from the date of publication of this advertisement. Candidate should mention name of the post applied for in **BOLD** letters on the envelope in which the form should be sent.

**Application format for the post of Young Professional in the Knowledge Centre /
Library of Planning Commission.**

1. Name:

2. Father's Name:

3. Date of Birth:

4. Domicile:

5. Nationality:

6. Mailing address (with Tel./Mob. No. and E-mail address):

7. Permanent address:

8. Educational Qualifications:

S.No	Degree Course	Subject	University/Institute	Year of Passing	Division/Class

9. Work Experience (from latest)

S.No	Organization/ Institute	Period From To	Nature of Work	Remarks

10. Details of Published papers / documents:

11. Whether SC/ST/OBC:

12. References:

(i)

(ii)

(Signature)

Place: