A.	About GL Bajaj	• GL Bajaj Group was incepted in year 1997, carrying a *winning legacy* of 12 institutions running diverse higher education programs. • GL Bajaj Group, has +14,000 students, *+800 faculty members*, 12 institutions, and 6 campuses with +300 acres of land. • *Passionate education provider* in *multi disciplines* at undergraduate and postgraduate level (B.Tech, MBA, MCA) • NAAC A+ accredited, *4 stars* from Ministry of Education, NIRF rank holder, Research & Incubation centre, Entrepreneurship development and top quality placement for students • *Vibrant Learning Ecosystem* on the campus, has *inspired and brilliant students.* • We are offering to the *right candidate an excellent compensation package* along with the tools and the environment *to foster intellect and new ideas.*
B.	Industry	Higher Education
C.	Post/ Job Title	Senior Library Assistant
D.	Job Type	Regular
E.	Reporting to	Librarian
F.	Job Location	Greater Noida, Delhi/NCR
A.	Job Description	• To assist in procurement of course material i.e. books, articles, cases, simulations, etc. • To assist in procurement of library resources (print & online). • To perform library outreach activities. • Answering to user reference queries • Compilation of usage statistics on regular basis. • To attend any other duties assigned by the institute authorities from time to time.
B.	Skills	• Working knowledge of Reference Management tools • Knowledge of library procedures and standards (such as DDC, MARC format etc.). • Knowledge of procurement of learning resources. Experience responding to RTI and financial audit queries is welcome. • Good oral communication skills. • Good drafting/writing skills and experience with Office productivity software (MS office - (Word / PowerPoint / Excel) / Latest Tools Power - BI/ChatGpt/Microsoft/Google E-Mail/Meeting operations. is expected.
C.	Attributes	• Dynamic, dedicated and experienced HR professional. • Energetic, team player. • Ability to work in fast paced evolving environment. • Flexible in working shifts. • Impressive written, oral, e-mail, telephone, presentation communication skills. • Fun, ethical, intelligent, disciplined, creative. • Urge to learn new things and adaptive to changes. • Focused, open to new ideas and out of box thinker. • Attitude to do routine things in a better way. • Data driven analytics approach to improve the process. • Thriving and creating strong department's team, respect fellow colleagues. • Progressive mindset to innovate and simplify process. • Must be able to manage competing demands, accept criticism and constructive.

		feedback, while being extremely adaptable and flexible.
		• Reflection of an impeccable persona in walk-talk while dealing with academia.
		• High spiritual quotient (Social quotient -SQ, Intelligence quotient - IQ, Emotional Quotient - EQ)
G.	**Educational Qualification / Experience**	• A Master's Degree in Library Science /Information Science/ Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent Grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
		• Minimum 1-2 years of Practical experience working with Library Software tools like KOHA, DSpace, Office Tools and content management systems etc.
		• Experience in drafting estimates and annual budgets for the library is expected.
H.	**Salary**	• As per norms
I.	**Apply for the position by sending your CV on**	careers@glbitm.ac.in
J.	**You may visit our website's career page at**	www.glbitm.ac.in