Job Description for Librarian

Who We Are

C.V. Raman Global University (CGU), Odisha started in 1997 as a degree-level engineering college, named as C.V. Raman College of Engineering (CVRCE). With 25 Centres of Excellence set up in collaboration with industry leaders across the board, the university today has over 20 start-ups working under its AIC & TBI incubation centre.

Our Accreditations:

- Within top 100 Engineering Institutions in India by NIRF (National Institute Ranking Framework), MHRD, and Govt. of India during 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023 & 2025.
- Recognized as S.I.R.O (Scientific and Industrial Research Organization) by D.S.I.R., Government of India.
- CGU awarded "Skill Champion" by Govt. of Odisha in 2023
- CGU awarded Higher Education Excellence award by FICCI in 2022
- As per Times Engineering Survey (2022), CGU secured a notable position among the top engineering colleges in the country, ranking 35th among the top privately run engineering institutes nationwide and 4th in the eastern region.
- The University was recognized as a "PERFORMER" in the "University & Deemed to be University (Private/Self-Financed) (Technical)" category in the Atal Ranking of Institutions on Innovation Achievement (ARIIA) 2021, a flagship program of the Ministry of Education, Government of India.

Notable Awards and Honours:

- In the field of research, the University received grants over 5 crores in 2022.
- Ms. Manisha Padhi, alumni of CGU have been appointed as the ADC to The Hon'ble Governor of Mizoram in 2023 and became the first ever female to hold the position.
- Ms. Swagatika Mohanty, Civil Engineering (2013-17), has bagged the 15th rank in Odisha Civil Services Exam in 2023 and is now a functional, respectable, responsible OAS.
- Safia Aktar, Anshu Kumari, and Radhika Rani Panda won the 1st prize at "10-Hour Women Hackathon" organised by Trithon Triplets 2k23.
- Abhishek Kumar, B.Tech (ECE) awarded the Visweswaraya Prativa Puraskar at Odisha Technological Conclave, 2023.
- Mr. Praveen Giri won the Silver Medal in the area of Water Technology at World Skills, Stuttgart, Germany, 2022.
- Mr. Subrat Patel won Medallion of Excellence in the area of Restaurant Services at World Skills, Stuttgart, Germany, 2022.
- 9 students represented India in World skills 2022 in 7 various Skills.
- CGU won Smart India Hackathon (SIH) 2022 in Software Edition.

What We Offer

- Undergraduate Courses: 28
- Postgraduate Courses: 33
- PhD Programs: 15

Where You Come In

We are seeking a dynamic and service-oriented Librarian to contribute to the effective delivery of library services and resources to our diverse community of students, faculty, and staff. The Librarian will play a key role in providing reference assistance, information literacy instruction, collection development support, and ensuring a welcoming and supportive library environment. This position requires a strong commitment to user service, excellent communication skills, and a passion for connecting people with information.

Duties & Responsibilities

1.Information Literacy Instruction:
- Assist in the planning, development, and delivery of information literacy workshops and training sessions for students, faculty, and staff.
- Create instructional materials, such as presentations, handouts, and online tutorials.
- Integrate information literacy concepts into reference interactions.

2.Collection Development & Management:
- Participate in the selection, evaluation, and deselection of library materials in assigned subject areas, based on user needs and curriculum requirements.
- Assist with the organization, processing, and maintenance of library collections.
- Stay informed about new publications and resources relevant to the institution's academic programs.

3.Technology & Digital Resources:
- Assist users with navigating library databases, e-journals, e-books, and other digital resources.
- Provide basic technical support for library equipment and online platforms.
- Stay updated on emerging library technologies and their applications.

4.Library Operations & Administration:
- Assist with circulation desk duties, including checking materials in and out, managing holds, and processing fines.
- Maintain the orderliness and functionality of library spaces.
- Contribute to the development and implementation of library policies and procedures.
- Participate in library meetings and contribute to team projects.
- Assist with collection inventory and other administrative tasks as needed.

Who Are We Looking For

- Master's degree in Library Science/Information Science/ Documentation Science or an Equivalent Professional Degree with at least First Class or equivalent and a consistently good academic record with knowledge of computerization of library.

- Qualifying in the National Level Test conducted for the purpose by UGC or other equivalent test as approved by the UGC.

- Candidates with Ph.D degree shall be given preference
- 3-5 years of relevant experience

What We Expect from You as the Librarian

Support learning and research and contribute to a welcoming and organized library environment.

For more details, visit us at **https://cgu-odisha.ac.in/.**

Want to be a part of Our Organization?

Please write to us and share your updated CV/ Resume at recruitment@cgu-odisha.ac.in and apply on https://recruitment.cgu-odisha.ac.in/. We eagerly await to hear from you.