

VACANCIES AT CLAWS

ASSISTANT LIBRARIAN

1. One Vacancy of **Assistant Librarian (Veteran/Civilian)** is available at Centre for Land Warfare Studies (CLAWS). CLAWS is an independent 'Think Tank' under the army and functions **five days a week** from **0930 hours to 1730hrs**.

2. **Eligibility.**

- (a) Diploma in Library and Information Studies, computer qualified
- or**
- (b) ESM from AEC with minimum 15 years' experience.
- (c) Proficiency in MS Office.
- (d) The applicant must be proficient in handling and maintenance of office records.

3. **Charter of Duties.** Assistant Librarian will assist the Librarian and be an understudy to the Librarian in all his duties and officiate in his absence. He will officially work under the Additional Director General/ Director(s). The charter of duties are as under:-

- (a) Custody of rare books.
- (b) Preservation of books.
- (c) Preparation of bibliographies/catalogues.
- (d) Newspaper cuttings and article indexing.
- (e) Housekeeping and security.
- (f) Supervision of reading room and stacking areas.
- (g) Assistance to members in locating books and magazines.
- (h) Library discipline and decorum.
- (j) Library property stock taking.
- (k) Responsible for binding of books and other publications.
- (l) Lamination of membership cards and maintenance of its register.
- (m) Money collected to be handed over to accounts section on weekly basis.

(n) Any other task assigned by the Director General, the Additional Director General and the Director(s) which is in consonance with the job of the employee.

(o) The appointment can be terminated by either party by giving one month's notice in writing.

(p) For any shortfall in notice period, a sum at the rate of 'half-day' consultancy fee will be deducted for the duration of shortfall of notice period. To cater for this, a sum equal to 'half-month' consultancy fee will be kept as security money which will be collected in three equal installments out of consultancy fee.

4. **Consultancy Fee.** Starting from **Rs 24,200/-** per month.

5 Requested to forward suitable Bio-data by **31 August 2023** at director.claws@gmail.com and landwarfare@gmail.com . Exact date of interview will be intimated later.