A walk-in-interview will be conducted on 9th September, 2013 for the following purely temporary and contractual post. The candidates will have no claim for absorption or regular or further employment in the university. The university reserves the right to cancel the above walk-in-interview at any stage without assigning any reasons.

Name of Post: Data Entry Operator (Central Library)

Number of Persons to be engaged: 7 (Seven)

Nature of Job:

a. Data entry of Books and other reading materials (Retro-conversion) using SOUL 2.0 software.

b. Processing of books including arrangement and stock verification whenever necessary.

c. Editing / Correction of records if found any.

Qualification: MLISc from a recognised university.

Age Limit: Age should not be more than 28 years.

Desirable: (i) Knowledge on computer,

(ii) Modules and operations of SOUL 2.0 software, (practical),

(iii) Good computer typing speed,

(iv) Knowledge on classification (DDC) and cataloguing (AACR2),

(v) Minimum one year working experience in similar area will be an advantage.

Remuneration: Per book/volume/unique title Rs. 5.00 (Rupees five only) and per additional copy Rs. 1.00 (Rupee one only).

Candidates who are eligible for the job may appear in the walk-in-interview on 9/9/2013 at 11.00 A.M. on in The Office of the Librarian, Assam University, Silchar – 788 011 with all original testimonials and one set of attested copy of all documents.

Note: No TA/DA will be paid for appearing in the interview.