

National Library

Scheme of Service

Post: Library Attendant

Salary: Rs5,675 x 150 – 7,325 x 175 – 8,200 x 200 – 8,400 (NL 1)

Qualifications: The Certificate of Primary Education

Duties

1. To collect from and deposit the key of the Library to the nearest Police Station.
2. To open and close the Library.
3. To clean and maintain the Library and the premises including window panes, furniture, equipment and library materials.
4. To run errands in connection with library work, answer telephone calls and operate lift as and when required.
5. To direct visitors.
6. To keep watch over the Library and premises during opening hours to maintain order and discipline.
7. To assist in sorting and arranging library materials for shelving and to help Library staff in stock taking, write-off, and transfer of library materials, etc, whenever required.
8. To prepare library stationery, book jackets, to process library materials for shelving and storing and to doing minor book repairs.
9. To report any burglary, theft or illegal entry or suspicious activities on and around the premises of the Library.
10. To perform such cognate duties as may be assigned.