Yogoda Satsanga Mahavidyalaya

(JAGANNATHPUR, RANCHI- 834004) JHARKHAND
Ph.: 7541815704., e-mail : ysmranchi4@gmail.com

REQUIRES

♦ **Librarian** ♦ **Library Assistant** ♦ **Library Book Sorter** ♦ **Clerk** ♦ **Peon**

All appointments will be purely **contractual**. Eligible candidates are required to submit their application with their updated Resume, 1 passport size photograph and copies of relevant certificates with a Demand Draft of **Rs. 250/-** in favour of **"Yogoda Satsanga Mahavidyalaya"** payable at Ranchi through post or by hand to : The office of Administrator, Yogoda Satsanga Mahavidyalaya, Jagannathpur, Ranchi-834004 on or before 3rd June 2017.

Computer proficiency is desirable for all posts. Proficiency in Librarian Management System is compulsory for the post of Librarian, Library Assistant & Library Book Sorter.

For qualification plz visit our website www.ysmranchi.net

Sd/- Secretary, G.B.

Qualifications for the above posts are as under:

1. Librarian: Masters in Library Science with certificate in Library Management System. The candidate must be Computer Proficient. Any additional qualification in Library Science related to automation will be preferred.

2. Library Assistant: Bachelors in Library Science with certificate in / knowledge of Library Management System. Computer Proficiency is a must.

3. IT Professional: BCA/MCA/any other equivalent degree in IT, with good command of Computer Networking along with knowledge of hardware and software. Candidate should be able to handle the website, servers, database to manage complete automation.

4. Clerk: Graduate with computer proficiency. Must be able to work on computer for various purposes. Knowledge of English and Hindi typing on computer is mandatory.

5. Library Book Sorter: Bachelors in Library Science with knowledge of Library Management System with Computer proficiency.

6. Peon: Class 8^{th} or any higher qualification. Candidates with knowledge of computers will be preferred.