



Royal University of Bhutan
རྒྱལ་ཁབ་ལུང་མཐོ་རིམ་སློབ་ཤེས་སློབ་ཆེན་
College of Language and Culture Studies
Taktse



Assistant Librarian

Position	: Assistant Librarian
Position Level	: P5/PL-8
Pay Scale	: 20645 – 415 – 26870
Qualification	: B.Sc. Library Science / Information Studies and Library Management
Employment Category	: Regular
Occupational Group	: Administrative and Technical
Place of Posting	: The College of Language and Culture Studies, Royal University of Bhutan, Taktse, Trongsa

Eligibility Criteria

1. Be a Bhutanese Citizen
2. Experience of 5 years and above in relevant field
3. Have attained at least 18 years of age, and not more than 45 years of age.
4. Bachelor Degree in B.Sc. Library Science/ Information Studies and Library Management
5. Benchmark criteria in qualification are 60% in Class 10. Class 12 and Bachelor Degree
6. The above benchmark criteria in qualification will not be applied to those who have a minimum of 5 years and above experience in the relevant field.
7. In education weighting will be awarded as per: Class 10 – 15%, Class 12 – 25% and Bachelor Degree – 60%, Master – 5 bonus and PhD – 5 bonus
8. In experience weighting will be awarded as per: 5 – 10 years – 5 bonus and 10 and above experiences – 10 bonus
9. Preference will be given to those who have relevant trainings and experiences

Documents need to submit during the launch of application in IMS (online with clear scanned):

1. Copy of all academics mark sheet (Class 10, Class 12 and Bachelor Degree), MA and PhD if any
2. Valid Security Clearance Certificate (must valid till at least on the last date of submission)
3. Valid Medical Certificate (must valid till at least on the last date of submission)
4. Valid Audit Clearance Certificate, If employed (must valid till at least on the last date of submission)
5. Valid Citizen Identity Card (must be valid at least on the last date of submission)
6. No Objection Certificate, If employed
7. Relevant training certificates and experience letters
8. Recommendation letters and referees contact details
9. Individuals contact number and email address



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Term of References:

Have the knowledge of the following Roles and Responsibilities:

1. Assist in annual budget preparation for library services;
2. Execute activities related to maintenance of library property;
3. Update library information system;
4. Perform specialized duties, which support library services (circulation, general reference, stack management, document and materials delivery) and/or collections (ordering, processing, cataloguing) services and /or branch/ section operations;
5. Interpret library policies, procedures, standards and practices requiring some level of independent judgment, in applying them to work and complex problem solving;
6. Direct the work of other library assistants and student assistants
7. Perform original cataloguing and classification and record editing;
8. Perform collection development by recommending titles for purchase and /or deletion;
9. Plan and implement library programmes;
10. Perform on-line database searches, and search training;
11. Perform routine clerical library duties necessary for proper organization and distribution of library materials;
12. Complies statistical reports for circulation, attendance and the use of library services; and
13. Carry out any other task that may be assigned from time to time.

Disqualification:

1. Unclear and invalid documents will be not entertained and missing documents will not be the responsibility of the organization;
2. The applicants will be disqualified if any candidate is found with any of the following convictions:
 - a) Convicted of a criminal offence or is under investigation or prosecution for a criminal offence; or
 - b) Terminated or compulsorily retired from the University, the Government, Corporation or Projects; or
 - c) Adjudged medically unfit for employment by a competent medical doctor; or
 - d) Intentionally provides false information in the application for employment or used fraudulent practices in the recruitment processes; or
 - e) Furnished fake/forged testimonials; or
 - f) Failed to furnish testimonials as required under the University rules.