

**ADVERTISEMENT FOR THE POST OF
LIBRARIAN**

National Insurance Academy (NIA) is an apex Educational, Training and Research Institute in the field of Insurance, Pension and Management established on 16th December 1980 by public sector insurance companies. NIA conducts Management Development Programmes for Insurance Industry and also a two-year PGDM recognised by AICTE.

The Academy invites applications from interested persons to fill up the position of Librarian in the cadre of Administrative Officer. The incumbent shall be In-charge of the Library of the Academy and shall supervise, manage and direct all the work of the Library. The incumbent shall report to the Director / Chief Administrator.

SR. NO.	ELIGIBILITY CONDITIONS	
1	Job Title:	Librarian
2	Minimum Qualifications	Master's Degree in Library Science/Information Science/ Documentation Science <p style="text-align: center;">or</p> Equivalent professional degree with at least First Class or equivalent <p style="text-align: center;">and</p> consistently good academic record with knowledge of Modern Digital library.
3	Desirable Qualification	<ul style="list-style-type: none"> • Qualifying in the National Level Test conducted for the purpose by UGC or another equivalent test as approved by the UGC. • Knowledge of library software and open source software is desired.
4	Experience	<ul style="list-style-type: none"> • Minimum 10 years' experience of working in similar cadre. • Working experience in educational institute library will be preferred.
5	Age:	Minimum 35 years – maximum 40 years. Can be relaxed in case of exceptional, deserving candidates with commensurate exposure.
6	Remuneration	Level 7 (Rs.44900- 142400) of pay matrix as per 7 th CPC Gross Emoluments including HRA is approx. Rs.91,000/-
7	Other benefits	<ul style="list-style-type: none"> • Contributory PF @ 12% of Basic + DA • Gratuity • LTC after confirmation • Health Insurance • Phone / Newspaper / Domiciliary Medical reimbursement • Housing Loan interest subsidy as applicable. • Leave – 30 days Earned leave, 20 days Sick leave (half Pay) and 8 Days casual leave per year. • Any other facilities as per NIA Rules.
8	Probation	Probation period will be 1 year which can be extended for one more year if performance is not found satisfactory.

Indicative Responsibilities (not exhaustive):

- Management of Library activities
- Implementation of Library Committee decisions
- Follow-up and supervision of Library procedures
- Supervision / job-coordination of team members
- Providing resources for training and PGDM classes
- Reviewing of Library Management Software performance
- Providing support to core activities of the Academy such as Training, Research, Publication & Consultancy.

Application Process:

- The application in the prescribed format given in the *Annexure*, along with self-attested copies of relevant documents wherever necessary, addressed to “The Director, NIA” must be sent on email id: libn@niapune.org.in and by post to:

Ms. Anita Date
ES to Director & Senior Manager Estb.
National Insurance Academy
25, Balewadi, Baner Road, NIA P.O.
Pune – 411045

The applicant should mention “**Application for Librarian**” in the subject head of email and on top of the envelope.

- Application sent on any other email id other than libn@niapune.org.in will not be considered.
- Incomplete applications will be rejected.
- The last date for receipt of applications is **15.05.2024**

Selection Process:

- The Screening Committee constituted for the purpose shall assess all applications, which meet the eligibility criteria and select after interviewing the shortlisted candidates.
- The selection will be strictly on the basis of merit and suitability for the post. Canvassing in any form will be a disqualification.
- The decision of the Academy in all matters relating to the selection process shall be final and no correspondence shall be entertained in this regard.
- The Academy reserves the right to reject any or all the applications and / or cancel the selection process at any stage without assigning any reason.
- The selection of the candidate will be at the sole discretion of the Academy.
- The selected candidate will be required to join immediately.