



ST JOSEPH'S
UNIVERSITY

ಸೈಂಟ್ ಜೋಸೆಫ್ಸ್ ವಿಶ್ವವಿದ್ಯಾಲಯ

STAFF RECRUITMENT 2026

Applications are invited for the following positions at
St Joseph's University, Lalbagh Road, Bengaluru:

NON-TEACHING POSTS

Interested candidates for the non-teaching posts should fill out the Google Form (link provided below) and upload their CV and Cover Letter as attachments to the Form. The Google Form should be submitted on or before **Saturday, 21 March 2026**.

Google Form: <https://forms.gle/eI9IzPPJDRfE7zHP8>

1. ASSISTANT LIBRARIANS

Qualification:

- MLISc with UGC NET/SET and a minimum of 2 years of relevant experience (or)
- MLISc (Regular Mode) with a minimum of 6 years of relevant experience (or)
- MLISc with PhD

ROLES & RESPONSIBILITIES

a. Library Technical Services & E-Resource Management

- Book acquisition, vendor coordination, accessioning, classification (DDC), and cataloguing
- Proficiency in Library Management Software (KOHA)
- Management of e-resource subscriptions and renewals
- Handling of Institutional Repository (DSpace) and digital library platforms
- Remote access systems, RFID and smart card management
- Maintenance of bibliographic records and metadata standards
- Compilation of usage statistics and preparation of analytical reports
- Coordination of Library Website and Mobile Application
- Database management and MS Office documentation
- Ability to conduct user orientation and deliver presentations

b. Research & Academic Support Services

- Maintenance of IRINS profiles and research support systems
- Plagiarism detection workflow management
- Citation management and bibliometric analysis
- Guidance on journal selection (indexed / non-APC journals)
- DOI / ISBN facilitation and enhancement of faculty research visibility

c. Required Skills & Professional Competencies

- Good verbal and written communication skills
- Effective coordination and interpersonal abilities
- Professional and user-focused approach
- Willingness to work in shifts
- Good ethical standards and integrity with a service mindset

- Ability to work effectively with faculty, students, and vendors
- Skills in preparing reports and project proposals
- Ability to adapt to new technologies and library systems
- Flexible and open-minded attitude

2. LIBRARY PROFESSIONAL ASSISTANTS

Qualification: BLISc/MLISc with a minimum of 2 years of relevant experience

About the Post

The Library Assistant will support the day-to-day operations of the library by ensuring efficient circulation services, proper maintenance of collections, and effective user assistance. The role requires responsibility, accuracy, and a service-oriented approach in an academic environment.

Roles & Responsibilities

- Manage issue, return, and renewal of library materials
- Operate and maintain RFID and Smart Card systems
- Handle fine collection and maintain accurate records
- Register members and update user databases
- Assist students and faculty at the circulation counter
- Perform duties in rotational shifts as assigned
- Arrange and maintain collections according to DDC classification
- Ensure OPAC shelf accuracy and systematic stack organisation
- Maintain archival materials, signage, and subject guides
- Work with Library Management Software and circulation systems

Required Skills & Professional Competencies

- Good communication and interpersonal skills
- Basic computer knowledge, including MS Office and data entry
- Accuracy in maintaining records and documentation
- Polite and user-friendly service attitude
- Ability to work during peak hours and shifts
- Good teamwork and coordination skills

NOTE: The work timings will vary depending on the shift, as the University runs 3 shifts, including a Third Shift from 2:00 pm to 9:00 pm

Disclaimer: The above vacancies are likely, and actual requirements may vary depending on relevant factors.