

### LIBRARIAN :

- Should have completed Graduation, must have secured at least 60% marks in the said subject and overall 50% as aggregate.
- Should also have Bachelors / Master's degree in Library Science.
- Added advantage of holding certification course pertaining to Library.
- Minimum 3-4 years' experience in the Education industry.
- Very pleasing personality and good communication skills. Strong ability to communicate effectively both verbally and written with all levels of staff in the organization. Very comprehensive personality with ability to work cordially in a team.
- Must have key skills, which includes knowledge of barcode scanners, microfiche and microfilm readers; knowledge of library software / database user interface software; reading comprehension; and active learning and interpersonal communication skills.
- Create an environment that is targeted towards active and participatory learning to students. • Excellent attention to details.
- Fantastic time management skills needed to carry out tasks within schedule and accurately.
- Should have a very good network / rapport with the publishers/ writers.
- Should be updated with the current books available in the market which is appropriate to the age group at School.