



STATE BANK OF PAKISTAN

State Bank of Pakistan, the Central Bank of the country, maintains a state-of-the-art Library at Karachi that caters to the informational and research needs of Bank employees besides external scholars such as bankers, economists, and academicians, etc associated with business schools, commercial banks and public and private firms.

SBP is looking for high caliber and dynamic professionals as Assistant Librarians (OG-2). The positions are based in Karachi. We are an equal opportunity employer.

Assistant Librarians (OG-2)

Circulation Unit:	Monographs Unit:	Periodicals Unit:	Readers Services Unit:
<ul style="list-style-type: none"> Perform basic lending operations involving issue, return, renewal and reservation of books for the members in a fully automated / computerized environment. Issue electronic as well as print notices to members for the overdue books. Scrutinize membership applications as per established eligibility criteria. Get confirmation from the sureties about acting as guarantor for the applicant. Record and update particulars of approved members in the membership module of Library Information & Management System (LIMS) as well as on printed membership register. Issue membership cards to new members as well as to those requesting duplicates for their lost cards. Settle issues concerning the books lost or damaged by the members. Issue clearance certificates to employees retiring/ leaving the Bank service. Offer initial guidance to visitors regarding library membership and lending policies. Provide assistance to users for accessing OPAC and answering the reference queries. Collect fine on overdue books and resolve the allied matters. Maintain visitation statistics through recording visitor's traffic in LIMS. 	<ul style="list-style-type: none"> Facilitate in acquisition process including purchase requisitions for Library Committee's approval, generating purchase orders, updating accessions register, payments of bills & correspondence with vendors. Classify monographs acquired by Library as per standard prevailing practices and assign subject descriptors to monographic items. Feed bibliographic details of monographs including their contents in LIMS. Maintain organization of stack area for quick retrieval of books by users. Assist in developing collection management policies and procedures. Assist in stock taking and weeding processes. Feed "Table of Contents" of monographs in LIMS. Prepare spine labels, book pockets, book cards, and due date slips for monographic items. Apply barcodes on the acquired monographs and tag monographic items with security tags. Update authority lists of authors, publishers, and subject descriptors. 	<ul style="list-style-type: none"> Establish and maintain periodical subscriptions in line with users' demands and approved budgetary provisions Liaison with publishers and subscription agents for price quotes, supply orders, invoices, and non-delivery claims etc. Liaison with concerned departments for arranging timely payments to vendors Check daily supply of newspapers and report missing issues to vendors Record receipt of all current issues of magazines, journals, budgets, gazettes, and banks/company reports, etc. in Library Information & Management System (LIMS) upon delivery Keep regular watch on current periodical files and report missing issues to vendors if not delivered within due dates Perform indexing of selected journal articles Arrange binding back volumes of selected periodicals & newspapers Maintain systematic arrangement of the periodical & newspapers stacks <p>Provide personal assistance and guidance to users in identifying, locating, and using periodicals.</p>	<ul style="list-style-type: none"> Provide orientations/ trainings to library members/visitors on the use of library resources. Organize and participate in library promotional programs and events. Provide guidance/ assistance to users in conducting literature searches and locating their required information material on stacks. Entertain reference queries of library patrons. Liaison with local libraries for inter-library-loan arrangements. Oversee smooth functioning of outsourced reprographic/photocopy facilities. Assist in the collection development by identifying subject gaps in literature particularly related to reference collection. Assist in the weeding process by identifying out-dated or mutilated books. Compile library usage statistics for review of the management. Address complains/ grievances of library users. Supervise bindery operations including repair/ maintenance/ preservation of library items.

Eligibility Criteria

Education	<ul style="list-style-type: none"> Masters Degree in library science or a related discipline from HEC recognized University or an equivalent degree from a reputable foreign university.
Age	<ul style="list-style-type: none"> Maximum 31 years, relaxation may be allowed in case of highly qualified and more experienced candidates.
Experience	<ul style="list-style-type: none"> Must have at least 03 years post qualification work experience in a research library setting.
Compensation Package	<ul style="list-style-type: none"> Negotiated Monetized salary within the approved Salary Scale of OG-2, commensurate with the experience and qualifications of the candidate. Medical facility as per Bank's rules. Staff Loans & other benefits, facilities and allowances as admissible under New Compensation and Benefits Structure as per Bank's rules.

Application Procedure:

Interested Pakistani nationals meeting the above mentioned eligibility criteria for the positions may send their detailed CV along with covering letter, experience certificates, copies of educational documents, CNIC, domicile and a recent photograph to Director, Human Resources Department, State Bank of Pakistan, 10th floor, Main Building, I.I. Chundrigar Road, Karachi-74000, latest by October 20, 2014. Please clearly mark the envelope with the position applied for.

Misinformation and any attempt to influence the selection process will be considered a definite disqualification for current as well as for all future recruitments in the Bank, even if the candidate is otherwise qualified.