

**National Company Law Tribunal
(Library)**

Application for the Post of Assistant Library Information Officer

1. Name- UMESH
2. Father Name- SUSHEEL KUMAR
3. Category- General
3. Date of Birth- 23/03/1995
4. Address- A-2/27, Phase-1, Budh Vihar, Delhi- 110086
5. Email ID- umeshkumarimaifa@gmail.com
6. Conatact no. - 8527006360

Educational Qualifications:-

S. No.	Exam Passed	Board/ University	Year of Passing	Percentage	Division
1.	Class 10 th	CBSE	2011	79.8	Ist
2.	Classs 12 th	CBSE	2013	76.8	Ist
3.	B.Sc. Mathematics (H)	University of Delhi	2016	85.56	Ist
4.	BLISc.	University of Delhi	2018	70.36	Ist
5.	MLISc.	University of Delhi	2019	66.33	Ist

Other Qualifications:-

S. No.	Exam Passed	Institution	Year of Passing	Percentage
1.	Diploma in Computer Applications	Sardar Patel Academy and Research Centre	2018	75
2.	Course on Computer Concepts	National Institute of Electronics & Information Technology	2018	64
3.	UGC-NET (Library and Information Science)	University Grant Commission (UGC)	December,2018	Qualified

Experience:-

S. No.	Position held	Nature of Engagement	Organization/ Institute	Period		Total Number of Months/ Year
				From	To	
1.	Library Trainee	-	Central Library, University of Delhi	May, 2018	June, 2018	One month
Activities/ Duties/ Responsibilities		1. Shelving of Books 2. Issue Return 3. Printing and Pasting of Bar Code 4. To do entry of Journals on Troodon software as well as on Card				
2.	Library Professional	Contract (Rs.12,500/-)	Indian Council of World Affairs, Ministry of External Affairs, Govt. of India	August, 2019	January, 2020	Five Months
Activities/ Duties/ Responsibilities		1. Print RFID Smart Card. 2. To update the column “Heritage of Diplomacy” of Indian Council of World Affairs website. 3. Helps a Librarian to create a collection on Indian Bureaucracy. 4. Purchasing of books through Amazon and publisher (by book order). 5. Assist Librarian in any type of clerical work. 6. Check-in and check- out of books through Libsys Software . 7. Shelving of books. 8. Provide reprography service to the users. 9. Help researchers to provide necessary information in the field of International Realtions. 10. Noting and Drafting				

3.	Library Assistant	Contract (Rs.19,207/-)	Haryana Real Estate Regulatory Authority, Govt. of Haryana	February ,2020	Presently	
Activities/ Duties/ Responsibilities		1. To set up Library/ Record Room through implementation of Koha (Library Maanagement Software) 2. Categorozation of documents as per the need of authority. 3. Assist Architectural Officer in documentation. 4. Performed any kind of miscellaneous work assigned by Hon'ble Chairman. 5. Install Ubuntu Operating System and Koha by self. 6. Handle/ Implementation of Koha software on Registration Certificate File, Booklet, Quarterly Progress Report, and Agent Registration File. 7. Noting and Drafting				

I declare that the information given above is true amd correct to the best of my knowledge and belief and nothing has been concealed therein. I am aware that any false or incorrect information given by me may result in termination of services ipso facto.

Place- Delhi

Date-

(Applicant Signature)