S. #	Name of Posts	Job Descriptions (JDs)	
1	Knowledge Management Specialist	**1**	Administration and Management of KRC Operation: The Professional will serve to control and manage knowledge and resource center activities in research publication's record room, seminar/ webinar Room, digital library and study hall and digital archiving room.
		2	Retrieval and dissemination of information / data according to the user requirement and satisfaction.
		3	To make Digital repository of PERI research archives.
		4	To classify /catalogue of books and material.
		5	To prepare bibliography & references of books, journals, research papers, etc,.
		6	Record keeping of all library related activities/ services.
		7	To perform other related duties as and when assigned.
2	Knowledge Management Assistant	**1**	To assist in administration and management of KRC operations.
		2	To assist in retrieval and dissemination of Information / data according to the user requirement and satisfaction.
		3	To assist in Digital repository of PERI research archives.
		4	To assist in classify /catalogue of Books and Material.
		5	To assist in preparation of bibliography, references of books, journals, research papers, etc,.
		6	To assist in record keeping of all libraries related activities/ services.
		7	To perform and maintain/ assist all library correspondence
		8	To make cataloging and maintaining the audio- visual library- videos, CDs/DVDs.
		9	Circulation (check-in, check- out and reserve) of information sources.
		10	To perform other related duties as and when assigned.
3	Assistant Network Engineer	**1**	Control of IT related operations and activities in KRC
		2	Computer network support services including installation, configuration and troubleshooting of Computer LAN, WAN & Wireless LAN as per requirements.
		3	Computer System support including the installation of operating systems, system and application software as per requirements.
		4	Multimedia equipment support services, printing support services & troubleshooting.
		5	To perform other related duties as and when assigned.
4	Digital Archivist	**1**	To perform all digital archiving functions.
		2	Digital archiving operations by using library software especially KOHA and D-Space.
		3	To perform other related duties as and when assigned.
5	Scanner Operator	**1**	To scan old / rare and new material in visible mode.
		2	Printing and photocopying jobs.
		3	To perform other related duties as and when assigned.