

Apprentice Candidate for Media Library in CEC

This is for information that the Consortium for Educational Communication (An Inter University Centre of UGC for Electronic Media), New Delhi requires an **Apprentice in 'Library and Information Science'** who can be tutored, trained and given orientation in Media Library work.

Essential Qualifications:

- 1) Graduation in any Discipline.
- 2) Diploma in Library and Information Science or Bachelor of Library and Information Sciences.
- 3) Thorough Knowledge of Computers and Microsoft Office

The nature and duties under the purview of Apprentice are given below:

- i. Knowledge of Documentation of the programmes received in the Media Tape Library,
- ii. Subject classification & cataloguing of the programmes received in the Media Tape Library.
- iii. Providing Masters Tapes of the programmes for capsuling,
- iv. Providing Master Tapes for duplication of the programmes for the marketing needs.
- v. Information regarding the programmes received from the Media Centres & providing the Master Tapes of the programmes for preview purposes.
- vi. Information for planning and scheduling of the programmes.
- vii. Dissemination of information regarding the programmes received from the Media centers by monthly report list and status report for the Media Centre Directors meeting.

Suitable candidates who fulfill the requisite qualifications for the above Media Library related works may appear for the Walk in Interview at **Consortium for Educational Communication, IUAC (NSC Campus), Aruna Asaf Ali Marg, New Delhi-110067** on **11th June 2010 11.00 A.M.** During the apprenticeship the selected candidate will be on contract renewable after every 89 days and will be given a consolidated amount as per CEC Rules & Procedures.