



Chanakya National Law University

(NAAC ACCREDITED)

Nyaya Nagar, Mithapur, Patna-800001

Advt. No.: 35/2025-26(Appt.)

Date: 25.11.2025

ADVERTISEMENT FOR THE CONTRACTUAL POSITION OF LIBRARY CONSULTANT AT CNLU, PATNA

Chanakya National Law University, Patna invites applications on prescribed format for the contractual position of Library Consultant.

Name of the Post	:	Library Consultant
Number of Posts	:	01 (One)
Maximum Age	:	64 Years.
Nature of Engagement	:	On Contractual Basis
Monthly Emoluments	:	Negotiable.

Essential Qualifications:

- A Master's Degree in Library Science with at least 55% marks or an equivalent grade in a point scale wherever grading system is followed.

Experience:

At least 10 years of working experience of any University/College Library.

Desirable:

- (i) Diploma in Public Relations/Journalism.
- (ii) Working proficiency in MS-Office.

Interested candidates should upload their filled-in scanned application form in prescribed format with relevant annexures through the following Google Form Link, latest by 06th December, 2025.

<https://forms.gle/xdxvBZM9VbxUL2A1A>

RESPONSIBILITIES OF LIBRARY CONSULTANT

- **Information Management:** Acquiring, evaluating, selecting, and organizing materials, including books, journals, digital resources, and other media.
- **Cataloguing and Organization:** Cataloguing new acquisitions, maintaining library databases, and ensuring the organization of physical and digital collections.
- **Program Development:** Creating and leading educational programs, workshops, and activities for library users, such as story times, book clubs, and classes on technology.
- **Technology and Systems:** Implementing and managing library databases, digital platforms, and information management systems.
- **Budget and Staff Management:** Overseeing library budgets, managing resources, and supervising library staff.
- **Collection Development:** Identifying and purchasing new materials and digital subscriptions to meet user needs.

General instructions and Essential Information:-

1. The University reserves the right to withdraw advertised post at any time without assigning any reason. The right is also reserved with the university either to fill or not to fill the post and its decision in this regard shall be final.
2. Bihar Reservation Rules shall apply in selection for the candidate. The contract will initially be for one year and may be renewed depending upon the requirement of the University and satisfactory performance of the candidate.
3. Candidates shall have to produce original documents at the time appearing for Interview.
4. Canvassing in any form may lead to cancellation of candidature.
5. Result will be published only on the University website and University Notice Board.
6. The appointee will have no claim for the permanent post in future.
7. The appointee will not accept any other part-time job during the course of his/her employment with the Chanakya National Law University, Patna.
8. The University reserves the right to relax any of the qualifications, experience, etc., in deserving cases in respect of any post.

9. The number of vacancies of the post indicated in this Employment Notification is tentative. The University reserves the right to fill or not to fill any consequential vacancies, and/or to increase/decrease the number of posts and make appointments accordingly.
10. Selection will be made purely on the basis of candidate's previous record, performance in the interview.
11. The date of Interview will be communicated to the shortlisted candidates through their email. All correspondence with applicant will be done through the same email id.
12. No TA/DA will be paid to the candidates for attending the interview.
13. The University reserves the right to make changes, if necessary.

Sd/-
Prof. (Dr.) S. P. Singh
Registrar