

KATHMANDU UNIVERSITY
DHULIKHEL, KAVRE
Career Opportunity

Date: June 15, 2013
Ad num: 05/069/070

Kathmandu University (KU) is an autonomous, not-for-profit institution of higher learning dedicated to maintaining high standards of academic excellence. Pursuing the mission of providing quality education for leadership and leadership in quality education, KU is in the forefront of knowledge industry in the fields of science, engineering, management, education, arts and humanities, and medical sciences.

KU is looking for committed, competent, and qualified Nepali professionals to take up **permanent non teaching positions** in its Central Office and Schools.

Position: Library Assistant [S1]

Required Number: One

Job Description:

Responsibilities

- Stamp, label, paste and shelve the reading materials systematically
- Assist in classification of information, scanning of keywords and enter data
- Maintain reading and research materials systematically

Job Requirements

- I.A OR equivalent
OR
SLC with 8 years of work experience in college or university level library
- Knowledge about library and its management
- Ability to use computer and its related software

Potential candidates will require completing an application form available from June 18, 2013 on payment of Rs. 500 from Kathmandu University Central Office, Dhulikhel (Tel # 011 66 13 99/ 011 66 15 11) from 10 AM to 3 PM on working days. Application form can also be downloaded from KU webpage. The completed application form must be submitted along with necessary documents not later than July 8, 2013 to **KU Central Office, Dhulikhel, Kavre**.

The shortlisted candidate must make a payment of cognitive and performance test and interview fee of Rs 1000 for Support Staff at the time of collecting admit card.

Documents required: Attested copies of mark sheets of all academic qualifications/ transcripts, citizenship certificate, work and professional experience certificates (both existing and previous), and training certificates. Three recent PP size photographs should be attached.

Salary and benefits will be as per the rule of the University.

KU provides good career opportunities for high performing staff.

Only short-listed candidates will be contacted for further selection process as per the KU selection guidelines.

Registrar

Kathmandu University