

## RESUME

- Name of the post** : **Librarian (Senior Scale)**
- 01. Name** : Ranjan Singh
- 02. Father's Name** : Sh. Bachittar Singh
- 03. Date of Birth** : 13<sup>th</sup> March 1973
- 04. Present address for Correspondence** : R/o Mishriwala , P/o Domana ,  
Near M/s Raina H/W Store  
Tehsile & Distt Jammu (Tawi)  
Pin- 180001 (J & K)
- E-mail** : [thapparanjan@gmail.com](mailto:thapparanjan@gmail.com)
- 05. Permanent Home address** : R/o Mishriwala , P/o Domana ,  
Near M/s Raina H/W Store  
Tehsile & Distt Jammu (Tawi)  
Pin- 181206 (J & K)
- 06. Academic Qualification :**

S.No.	Examination Passed	Grade /Divison & % of marks	Subject	Year	Board /University
01.	Secondary School	II / 43.4 %	English,Hindi,Math S.S.T, Science	1989	CBSE
02.	Higher Secondary	II / 48.2 %	English ,Hindi, History,Economics ,Geography	1991	CBSE
03.	Graduation (B.A)	I / 61.45 %	Eng.,Eco.,Pol.Sc., Business Mgt.	1994	University of Jammu
04.	B.Lib Sc.	I / 72.12%	Library and Information Science	1996	University of Jammu
05.	M. Lib. Sc.	I / 65.87%	Library and Information Science	2000	University of Jammu

**07. Technical Qualifications:**

- i) One Year Diploma in Computer Software
- ii) Operating System : DOS, WINDOWS
- iii) Packages: MS-Office, dBASE
- iv) Library Software : CDS/ISIS, SOUL
- v) Others: INTERNET, E-MAIL, CD-ROM SEARCHES, browsing to databases, e-journals.

#### **08. Seminars/Workshops/ Training attended:-**

- 1) One day workshop cum seminar on Access to E-Resources under UGC Infonet E- Journal Consortium at Srinagar by INFLIBNET Centre Ahmedabad on 8<sup>th</sup> June, 2005.
- 2) Training Course on Installation and Operations of Software of Universities Libraries held at INFLIBNET, Ahmedabad from 11<sup>th</sup> to 15<sup>th</sup> July, 2005.
- 3) Workshop cum seminar on : Changing Landscape of Higher Education with Electronic Resources and the Role of INFLIBNET, Jalandhar , DAV College Jalandhar w.e.f. 22<sup>nd</sup> to 23<sup>rd</sup> August, 2005.
- 4) Internet Application to Libraries organized in Collaboration with society for Information science (SIS) with PG Deptt. of LIS & Dhanvantri Central Library, University of Jammu. 8<sup>th</sup> to 10<sup>th</sup> December, 2005.
- 5) Ninth National Convention on Knowledge, Library and Information Networking NAELIN 2006. Jointly organized by DELNET New Delhi & Deptt. Of LIS and Dhanvantri Central Library , University of Jammu w.e.f 27<sup>th</sup> to 30<sup>th</sup> September, 2006.
- 6) 5<sup>th</sup> International CALIBER- 2007 held at Panjab University Chandigarh from 08-10 Feb. 2007 jointly organized by INFLIBNET Centre, UGC and Punjab University, Chandigarh.
- 7) Refresher Course in Library and Information Science by UGC Academic Staff College, University of Jammu w.e.f. 27<sup>th</sup> Sep to 17<sup>th</sup> Oct , 2007.
- 8) Special winter Course-2009 in Library and Information Science by UGC Academic Staff College, University of Jammu w.e.f 29<sup>th</sup> to 18<sup>th</sup> Feb, 2009.
- 9) Modernization of College Libraries in J&K organized by department of LIS University of Kashmir in Collaboration with DELNET, New Delhi at Srinagar w.e.f. 27<sup>th</sup> to 29<sup>th</sup> July , 2009.
- 10) Refresher Course in the library and information Science by UGC Academic Staff College, University of Jammu w.e.f 25<sup>th</sup> Nov to 15<sup>th</sup> Dec, 2010; and 17<sup>th</sup> Feb. 2014 to 09<sup>th</sup> March 2014.
- 11) 28<sup>th</sup> All India Conference of Indian Association of Special Libraries & Information Centre (IASLIC) during 10<sup>th</sup> -13<sup>th</sup> October ,2011 , Organized by Allama Iqbal Library , University of Kashmir. Srinagar.
- 12) National Seminar on Innovative Challenges in Information Services : Changing Paradigm for Sustenance of Library & Information Centers in Digital Era.(NASICIS ) during 1<sup>st</sup> – 2<sup>nd</sup> March , 2012 , Organized by Department of Library & Information Science , University of Jammu , Jammu . Sponsored by University Grant Commission

**09. Present Position / Work Experience:**

S.No.	Post Held	Employer	Pay scale	Nature of job	Total Period of service
01.	Librarian	Deptt. of Higher Education , J&K Govt. A/p Govt MAM College , Jammu.	Rs 15600-39100 (with 7000 AGP )	Administrative Job & Management of College Library	Serving w.e.f. 02-07-2004

**10. References :**

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| 01. | Dr. Sangeeta Gupta<br>Prof. & Head<br>Deptt of Library Sciences<br>University of Jammu<br>Ph. 0191-2454474 | 02. | Dr. Ramesh Chander<br>Principal<br>Govt. Degree College<br>Samba (J & K) (Ph.9797377110) |
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**11. Association with Professional bodies / Committees:**

- (a) Life Member : Indian Library Association, New Delhi.
- (b) Member-Secy : Library Committee, Govt MAM College, Jammu.
- (c) Member. : College Purchase Committee.
- (d) Member : College Capacity Building & Remedial Class Committee.
- (e) Member : BBA & BCA Development Committee.
- (f) Associated with Cultural / Extra Curricular Activities As and when assigned.

**12. Proficiency in Languages:** English, Hindi (Read, Write & Speak).  
Dogri, Punjabi (Understand & Speak only).

**13. Other Landmarks :**

- i. Two-time **Expert member with SSRB, J&K Govt.** for the selection of Library Professional in J & K Govt
- ii. **Conducted** B.Lib Sc./ M.Lib. Sc. (Theory & Practical) **IGNOU Examination.**
- iii. Guided **M.Lib.Sc IGNOU** Student's for their Project work.

- iv. Submitted the proposal for COMPUTERISATION / AUTOMATION of College Library system to higher authority for INFLIBNET's software-Software for Universal Libraries (SOUL).
- v. Selected as a **CHIEF LIBRARIAN** in Public Library of J&K Govt vide order no. 149-Edu (Tech) of 2004 dated: 08-07-2004.
- vi. Subscribed more than 2,000 E-Journals and 50,000 E-Books for the College under the Project of NLIST of INFLIBNET in the year 2011.
- vii. Other Achievements include:
  - a) Initiated the professional housekeeping operations in order to start the Process of automation.
  - b) Personally operating and managing the house keeping operation of the Library such as Acquisition, assigning class number as per DDC 19<sup>th</sup> ed. As acquisition and classification is a pre-requisite to start the automation work in SOUL.( Software for University Libraries).
  - c) Display of the New arrival documents/books/magazine and newspaper clipping in the library notice board.
  - d) Inculcate the reading habits among the students.
  - e) Maintenance of the visitor records.
  - f) Divergent blocks are created inside the library for UGC section & Reference section.
  - g) To assist the user in providing documents activities/information for preparing the debates, seminars and other activities from time to time and also provide the career/employment information.
  - h) Providing Library and information services to the users.
  - i) Started the Reprographic Services in the college library.
  - j) Maintenance and ensuring the smooth functioning of the Library's Internet Service, on-line databases, e-journals, etc.

I certify that the foregoing information is correct and complete to the best of my knowledge and belief.

**14. Personal Attributes :** Energetic, Team Player , Goal oriented , keen learner & Internet savvy.

**Date:** 30 / June / 2014  
**Place:** Jammu.

(Ranjan Singh )  
Librarian (SS) , Govt MAM  
College , Jammu.