

JOB DESCRIPTION OF URDU & LIBRARY SECTION

LIBRARIAN

- 1) The Librarian should maintain the Accession Register, Catalogue Cards Urdu, English, Sindhi and Membership Register.
- 2) The Librarian should issue Membership cards and Library Books.
- 3) The Librarian should keep subject wise list of Library Books in Almirah.
- 4) The Librarian should bring to the S.O's notice cases of delay of books in return or damage for taking necessary section.

SECTION OFFICER

- 1) The Section Officer shall maintain Library files and issue reminders to the Members / defaulters for not returning the books in time.
- 2) The Section Officer shall invite quotations from the publications for purchasing the books.
- 3) The Section Officer shall place budget proposals and look after the accounts of expenditures.
- 4) The Section Officer shall attend Assembly Sessions whenever directed by the SGA&CD.

Section Officer (U&L)
SGA&CD
Government of Sindh