

# **UNIT – II**

## **HUMAN RESOURCE DEVELOPMENT**

# **JOB DESCRIPTION**

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# JOB DESCRIPTION

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1. Principal duties to be performed & Responsibilities involved are outlined.
2. Operation involved in each job are listed in proper sequence.
3. Requisite materials are listed, equipment, machinery & tools etc.
4. Conditions of work - Time of work etc are stated.

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5. Relation of various related job are indicated.
6. Mental & Physical abilities for performing each operation are listed.
  - ❖ Training
  - ❖ Experience
7. Wages payable with other benefits are stated.

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- × Example : Reference section
- × Title : Professional Assistant (Reference)
- × Scale : 4500 -7000 ( 4200 )
- × Information : Deputy Library ( Ref. Sec. )
- × Description of work : Help users
- × Provide SDI
- × Short R.S.
- × Duty : Write the questions in standard format for future asked by users



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- ✖ Responsibilities : Arrangement of material in Ref. sec.
- ✖ Induction Program / Orientation to new users
- ✖ Work done assign by DL.
- ✖ Eligibilities : MLIS & 1 Year computer course
- ✖ Experience : 3 Years
- ✖ Promotion : Based on Evaluation / Assessment
- ✖ Work Evaluation : As per Rules / Based on their work & duties.

**ANY QUESTIONS ?**

WIAA CONFERENCE

# THANK YOU