



The Shri Ram Universal School (TSUS) is Hiring: Library (2–4 Years Experience)

Location: Kiwale (near Ravet), Pune | Mode: Full-time

About the Role

TSUS is looking for an organized and enthusiastic Librarian to manage the school library, maintain library resources, and ensure efficient circulation and record-keeping of books. The ideal candidate should promote a reading culture among students by organizing engaging reading activities, storytelling sessions, book fairs, and literary events.

What You'll Do

Key Responsibilities – Library

- Organize, catalogue and maintain books, periodicals and other library resources.
- Ensure proper issuance, return, and record-keeping of library materials.
- Conduct regular stock verification and maintain inventory records.
- Monitor the condition of books and arrange repairs or replacements when necessary.
- Organize book fairs, reading programs, storytelling sessions, and literary events.
- Celebrate important literary days and promote reading initiatives.

Requirements

- Bachelor's degree in Library Science (B.Lib.Sc.) or Master's degree in Library and Information Science (M.Lib.Sc.).
- Relevant experience in a school library is preferred.
- Basic computer proficiency and knowledge of library management software.

Why Join Us?

- Collaborative and professional academic environment.
- Opportunities for learning, growth, and professional development.
- Opportunity to contribute to students' practical learning and scientific development.

Apply Now: Email your resume to hr@tsuspune.com

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