



Profile

Title	Mr	First Name	Umang	Last Name	Jain	Photograph
Designation	Library Attendant					
Department	Library					
Residence Address						
Phone No Office	011-22324086					
Mobile	9811347582					
Email	ujain@shyamlal.du.ac.in					
Educational Qualifications						
Degree	Institution				Year	
Xth	CBSE				1997	
XIIth	NOS				1999	
Graduation	B.Com (P) From D.U.				2003	
Post Graduation	BLIS from IGNOU				2007	
	MLIS from VMU				2011	
Other	CLS from NOS				2001	
	PGDCA from VMU				2013	
Work Assignment						
Assist in opening and closing of the Library, shelving and display of books, shelf rectification, assisting users in searching books, arrangement of chair, tables etc., xeroxing work, dusting, shifting of books and periodicals , data entry of books, pasting bar code labels , preparation of binding list of books, preparing the list of weeding out books, performing the stock verification , issue/return of books, renewal cards, membership, preparing no dues and any other work assigned by the Librarian from time to time						
Achievement / Awards / Recognitions						
N.A.						
Other Activities						
N.A.						