No.411002/Library Trainee/2019-Estt   26th April, 2019

Advertisement

Sub: Recruitment of Library Trainee – regarding

Indian Institute of Technology (ISM) Dhanbad is looking for young, dynamic and fresh First Class Master Degree in Library and Information Science (MLISc) with relevant knowledge of computer (who has completed their Master degree in 2016-17 or thereafter) to work as "Library Trainee" for its Central Library.

Number of Positions: 08 (Eight) [05 general, 02 OBC and 01 SC]

Stipend: Rs. 15,000/- per month (Consolidated). No other allowances will be admissible.

Period of Internship: Traineeship/Internship position is purely temporary for a period of one year based on performance.

Age Limit: Preferably, below 30 years (as on last date of the application).

Nature of Internship: 'Learn while you work' on different functions and services of the Library. Selected candidates will have to work on six days a week and shall work in different shifts & on weekends on rotation basis. They will be required to do staggered duties.

Accommodation: The trainees may be required to stay inside the institute campus. Free Accommodation facilities may be provided by IIT (ISM) Dhanbad in Hostel/shared quarters(Based on availability).

Selection Process: IIT (ISM) Dhanbad may decide the criteria for selection which may include Written Test and/or Interview. No TA/ DA will be paid for appearing in the selection process.

Interested candidates who fulfil the above mentioned criteria may apply by filling the details in application form by own hand-writing. Please paste a passport size latest photograph on the printed form and send the signed application along with self-attested copies of supporting certificates/ testimonials by registered/speed post. Incomplete application will not be entertained. Application received after last date will not be accepted. IIT(ISM) Dhanbad will not be responsible for postal delay.

Candidates who have appeared or appearing for their final examination and expecting the results before the test/ interview date may also apply, but must produce the final marks sheet at the time of test/ interview. The application should be sent to the following address:

PIC (Library)
Central Library
Indian Institute of Technology (ISM) Dhanbad,
Jharkhand – 826004

General Information:

1. The Library Internship Programme is for a period of one year and they will be imparted practical training in the latest tools and techniques of information handling being used in the Central Library.
2. Selected candidates shall not have claim on any regular position and shall not bestow any of the privileges like housing, medical facilities and other benefits available to regular employees of the Institute.
3. The Institute reserves the right not to fill any of the advertised positions.
4. Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualifications laid down in the advertisement.
5. Candidates who are appearing for their final semester/year examination may also apply but he/she must produce the final marks sheet with minimum of 60 % marks at the time of written test / joining.
6. Candidate should ensure that they have requisite qualification from recognized Board/University / Institute.
7. The applications received in response to advertisement will be scrutinized and only short-listed Candidates will be called for written test and interview. The prescribed essential qualifications indicated are bare minimum and mere possessions of same will not entitle the applicants to be called for written test/interview.
8. Final selection will be done on the basis of written test (weightage 80%) and interview(Weightage 20%). Total obtained marks will decide the performance of the candidate.
9. Candidates seeking reservation benefits available for SC/OBC (NCL)/PwD must ensure that they are entitled to such reservation as per eligibility prescribed in GoI orders. They should also be in possession of the certificates in the format prescribed by GoI in support of their claim at the time of filling the application. Candidates belonging to OBC category should submit their latest Non-Creamy Layer (NCL) certificate issued by the competent authority of GoI.
10. Age relaxation for SC/ST/OBC (NCL) candidates is applicable only if the post is reserved for particular category as per rules. Age relaxation for PwD candidates is as per rules.
11. Application without photograph, signature and necessary certificates in support of their application shall be summarily rejected.
12. No TA/DA will be paid to the candidates for attending the written test/interview.

13. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of offer letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates. The Institute also reserve the right not to fill any and or all vacancies.

14. Decision of the Institute in all matters relating to the eligibility of the candidate, written test, interview and selection would be final and binding to all the candidates. No correspondence or personal inquiries shall be entertained.

15. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.

16. Canvassing in any form will be a disqualification.

17. Candidates should send self-attested copies of certificates in support of their qualification (Matriculation onwards), experience, Date of Birth, Caste Certificate etc. Original certificates should be produced at the time of joining.

18. All dispute subject to Dhanbad jurisdiction only.

The applications may be sent well in advance to avoid postal delays. Last date for receipt of completed prescribed application form should reach to **PIC (Library), Central Library, Indian Institute of Technology (ISM) Dhanbad, Jharkhand – 826004 [5.30 pm, 14th June, 2019].**

REGISTRAR

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD -826004 (JHARKHAND)

APPLICATION FOR LIBRARY TRAINEES IN THE CENTRAL LIBRRAY

NAME OF THE POST APPLIED FOR..

For Office Use	
Application No. :	
Registration No. :	

Paste your recent color photograph here

1. **Name in full (as in 10th Board/Matriculation certificate)**

2. **Date of Birth**
   (Enclose copy of the Certificate)

DD		MM		YYYY			

3. **Category**(Tick appropriate box)
   (Enclose copy of certificate from competent Authority)

GEN	OBC	SC	ST	PH

4. **Nationality**   :
5. **Father's / Guardian's Name**   :
   (If Guardian, indicate relationship)
6. Address:

Communication Address:	Permanent Address:
PIN:	PIN:
E-mail:	E-mail:
Mobile:	Mobile:

7. **Academic Qualification (Enclose proof for the same):**

	Examination	Board / University	Month & Year of Pass	Total Marks Obtain	Overall Percent age	Class / Division
(a)	SSCL / Metric					
(b)	HSC (+2)					
(c)	Bachelor Degree………….. (B.A./B.Sc./B.Com.)					
(b)	Master Degree……….. (M.A./M.Sc./M.Com)					
(c)	B.L.I.S.					
(d)	M.L.I.S.					

8. **Additional Qualifications, if any (Enclose proof for the same):**

	Examination	Month & Year of Pass	Class / Division	Board / University
(a)				
(b)				

9. **Experience, if any (Enclose proof for the same):**

S. No.	Name and address of the Employer	Designation	Salary	From	To

10. **Name and address of two referees**

Sl. No.	Name of the Referees	Address	Email/ Mobile No.
1			
2			

DECLARATION

I, …………………………………………….(*Name of the candidate*) hereby declare that the particulars given in this form are true and correct to the best of my knowledge and believe. At any stage, if found, any of the information finished by me is to be false/incorrect, suitable action may be taken against me. If selected, I shall have no right for claiming appointment in IIT(ISM) Dhanbad and I shall abide by the rules and regulations of the Institute.

PLACE:
DATE:

(**Signature of the Applicant**)

NOTE: Enclose copies of educational (10th onwards) / Mark statement, Experience and Community Certificates, without which the application will be summarily rejected. If M.L.I.S. result is 'awaited', please mention it.