

Advertisement for the post of Library Trainee at Indraprastha Institute of Information Technology – Delhi (IIIT-D)

Introduction

The Library and Information Center of Indraprastha Institute of Information Technology-Delhi (IIIT-D) is fully automated using RFID technology and EM security system. The Library is enriched with a vast collection of print and electronic resources in all areas of interest to meet all the requirements of academic and research fraternity regarding learning, teaching, research, and training programs. Also, some initiatives are being taken from time to time to make the library more useful.

The Institute wishes to hire Library Trainees for its Library and Information Center:

Essential Qualification

Post Graduate (MLISc)/ Graduate (BLISc)/ Two Years Diploma in Library and Information Science from recognized Institution/University with First Class.

Desired abilities, skills, and knowledge

- Basic knowledge of Computer fundamentals
- Working knowledge of modern principles and practices of library science
- Knowledge of IT Applications in Library and Information Services
- Knowledge of recent trends and technologies in Library and Information Services
- Ability to read and comprehend written material
- Ability to express ideas clearly and accurately, both orally and in writing
- Ability to perform calculations involving basic arithmetic functions
- Tact and courtesy in dealing with Library users

Stipend

Rs.17,000/-, Rs.15,000/- and Rs.10,000/- per month (consolidated), depending upon education.

Duration of Training

The term of appointment will be purely on temporary basis for 6 months, based on performance it may be extended further for maximum 6 months, i.e., maximum for 12 months.

Nature of Training

Learn while working on different functions & services of the IIIT-Delhi library and Information Center

Roles and Responsibilities

- Provide assistance, and guidance to library users
- Check-in/Check-out of resources (Issue/Return)
- Accessioning, Classification, and Cataloguing of resources
- Technical processing (To paste the Spine labels, Due date slips, RFID tags, Institute's Sticker, EM tattle tapes, Stamping, etc.)
- Arrange books and periodicals on racks
- Answer reference queries
- Support in the acquisition of resources
- Assisting in collection development, recommending titles for purchase
- Performing on-line computer searches of the database

- Compiling bibliographies

Age Limit:

25 years (as on the last date of application)

Other terms & conditions

- Selection of trainees will be based on interview/test
- No TA/DA will be given for attending the selection interview/test
- The selected trainees are expected to work six days a week
- The trainees may be assigned shift duty on the rotation basis and may have to work on Saturday, Sunday and holidays as well
- Training/internship certificate will be issued after completion of at least 6 months training/ internship at IIT-Delhi Library and Information Center

Eligible and interested candidates may please [APPLY ONLINE](#) for the post mentioned above latest by 31st July 2018.