![IIID INDRAPRASTHA INSTITUTE of INFORMATION TECHNOLOGY DELHI]

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

Adv./IIIT-D/Lib/01/2019, 22nd April 2019

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 is in the process of hiring 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 Computers 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)

Duration of Training
The term of appointment will be purely on temporary basis for 6 months, by performance it may be extended further for maximum 6 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 IIIT-Delhi Library and Information Center

Eligible and interested candidates may please **APPLY ONLINE** for the above mentioned post latest by 11th May 2019.