



## **Advertisement for the post of Library Trainee**

Adv./IIITD/Lib/2024/02, October 1, 2024

### **Introduction:**

The Library and Information Center at Indraprastha Institute of Information Technology Delhi (IIIT-Delhi) is fully automated with RFID and EM technology. It offers a rich collection of print and electronic resources across various disciplines, serving the academic and research fraternity of the Institute. The Library continuously introduces new initiatives to enhance its usefulness for users.

### **Essential Qualification:**

Master of Library and Information Science (MLISc) from a recognized Institution/University with First Class.

### **Desired abilities, skills, and knowledge:**

- Basic knowledge of Computer fundamentals
- Working knowledge of modern principles & practices of Library and Information Science
- Knowledge of IT Applications in Library and Information Services
- Knowledge of recent trends and technologies in Library and Information Services
- 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.20,000/- per month (consolidated).

### **Duration of Training:**

The term of appointment will be for 6 months, by performance, it may be extended further for a maximum of 6 months.

### **Nature of Training:**

Gain hands-on experience across various functions and 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 online computer searches of the database
- Compiling bibliographies
- Other related assignments provided by the Library/Institute from time to time

**Age Limit:**

25 years (on the last date of application)

**Other terms & conditions:**

- Selection of trainees will be based on interview/test
- Only eligible and shortlisted applicants will be informed/called for the interview/test
- No traveling allowance (TA)/daily allowance (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 a rotation basis and may have to work on Saturdays, Sundays, and holidays as well
- Training/internship certificate will be issued after completion of at least 6 months of training/internship at IIIT-Delhi Library and Information Center

Eligible and interested candidates may please [APPLY ONLINE](#) for the above-mentioned post by 15<sup>th</sup> October 2024.

**REGISTRAR**