INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY DELHI (IIIT-Delhi)

Advertisement for the post of Library Trainee

Adv./IIITD/Lib/2025/01, July 22, 2025

Introduction:
The Library and Information Center at the Indraprastha Institute of Information Technology Delhi (IIIT-Delhi) is fully automated with RFID and Electromagnetic (EM) security technologies. It offers a comprehensive collection of print and electronic resources across diverse disciplines, supporting the Institute's academic and research fraternity. The Library continually adopts innovative initiatives to enhance user experience and accessibility.

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

Desired abilities, skills, and knowledge:
- Basic understanding of computer fundamentals
- Practical knowledge of modern principles and practices in Library and Information Science
- Familiarity with IT applications used in library and information services
- Awareness of current trends and emerging technologies in the field of library and information science
- Strong communication skills with the ability to express ideas clearly and accurately, both orally and in writing
- Proficiency in performing basic arithmetic calculations
- Demonstrated tact, courtesy, and professionalism in interactions with library users

Stipend:
Rs.20,000/- per month (consolidated).

Duration of Training:
The initial term of appointment will be six months, which may be extended for an additional six months based on performance.

Nature of Training:
Gain practical, hands-on experience in a wide range of functions and services offered by the Library and Information Center at IIIT-Delhi.

Roles and Responsibilities:
- Assist and guide library users in effectively accessing resources and services
- Perform circulation activities, including check-in/check-out (issue/return) of library materials
- Carry out accessioning, classification, and cataloguing of library resources using standard tools and techniques
- Conduct technical processing of materials, including pasting spine labels, due date slips, RFID tags, institute stickers, EM tattle tapes, and stamping
- Organize and shelf books, journals, and periodicals systematically on the racks
- Respond to reference and information queries from users

- Support the acquisition process by assisting in vendor communication and order placement
- Contribute to collection development by recommending relevant titles for procurement
- Conduct online database searches to support academic and research needs
- Compile subject-specific bibliographies and reading lists
- Undertake other duties and assignments as assigned by the Library or the 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 an 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 the IIIT-Delhi Library and Information Center

Eligible and interested candidates may please **APPLY ONLINE** for the above-mentioned post by 6th August 2025.

REGISTRAR