



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

Adv./IIITD/Lib/01/2024, 08<sup>th</sup> January 2024

### **Introduction:**

The Library and Information Center of Indraprastha Institute of Information Technology Delhi (IIIT-Delhi) is fully automated using RFID and EM Technology. The Library is enriched with a vast collection of print and electronic resources in all areas of interest. It is a user-centric center of learning resources that meets the requirements of the academic and research fraternity. Also, the Library takes initiatives from time to time to make it more useful for its 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:**

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, EMtattle 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 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 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 23<sup>rd</sup> January 2024.

**REGISTRAR**