

Qualification for Library Trainees:

Post	Library Trainee (purely temporary for Six Months)
No. of Posts	5 (Five)
Essential Qualification	Master of Library and Information Science (M.Lib.I.Sc.) from an affiliated university/institute with at least 55% marks or equivalent, obtained after graduation.
Desirable Qualification	<ul style="list-style-type: none">• Knowledge of Computer Applications• Library Management Software- KOHA• Knowledge of Urdu, Arabic and Bengali Language• Knowledge of Classification and cataloguing of Engineering, Urdu, Arabic, Bengali, Humanities books
Age Limit	30 years as on last date of application (five years relaxed for SC, ST, OBC and Differently abled candidates)
Stipend	Rs.15,000 per month
Work Responsibilities	Learn while your work on different functions and services of the library. The selected candidates will have to work from Monday to Saturday (Six days a week and be ready to work in different shifts and weekends on rotation basis.

GENERAL INSTRUCTIONS

1. The position is tenable at Newtown, Aliah University
2. The post listed above is an Adhoc (purely temporary) position on contract basis for Six Months only.
3. The post is open to eligible persons from all caste and categories to apply.
4. The applicants must clearly specify the name of the post on envelop.
5. Institute reserves the right to fill up the post, not to fill up the post or cancel the advertisement in whole or partly without assigning any reason. The Institute will also reserve the right to place a reasonable limit on the total number of candidates to be called for written test/or interviews. The decision of the Institute in this regard will be final.
6. No correspondence whatsoever will be entertained from candidates regarding the conduct and result of test/or interview and reasons for not being called for test/or interview.
7. **The last date for submission of duly completed applications along with attested copy of certificates in the university will be 23.03.2017 thereafter no applications will be entertained.**
8. Incomplete applications/without relevant supporting enclosures/ attachments will be out rightly rejected. Institute will not be responsible for any postal delay.
9. The candidates possessing the essential qualifications may submit their application along with testimonials to **Registrar, Aliah University, II-A/27, Action Area II, Newtown, Kolkata, West Bengal 7000156**. The envelope should be superscribed as “**Application for the post of Library Trainee**”. The application received after the due date shall not be considered.
10. The Institute reserves the right to (a) conduct or not conduct written test for the post, in case the circumstances so warrant or may constitute a Screening Committee to fix a criteria after taking into account the qualification and experience of the applicants to shortlist candidates to be called for written test/interview (b) not to fill the advertised position.
11. No TA/DA shall be paid to candidates for attending the written test/Interview.

Registrar



CENTRAL LIBRARY

Aliah University

Action Area-IIA/27 New Town, Kolkata- 700 156
Application Form

To
The Registrar,
Aliah University,
Action Area-IIA/27 New Town, Kolkata- 700 156

Affix recent
passport-size
photograph.

Sir,
I hereby apply for the post ofon.....basis in
response to your advertisement no.....dated.....The requisite
particulars are given below in the prescribed format.

Date.....
.....
(Signature of the Applicant)

BIO-DATA

- 1. Name in full (in block letters):
MR./MISS./MRS.,.....
- 2. Address for communication (in block letters) with pin code:
.....
.....
.....
Contact No.....E-Mail address.....
- 3. Permanent address with pin code:
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4. Date of birth (as per Secondary or Equivalent Certificate):

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5. Category: GEN / SC /ST / OBC / Differently abled (Please tick)

6. Name of Father & Mother:

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7. Nationality:

8. Marital Status: (a) Single/Married (Please tick.) (b) Name of spouse:

9. Educational Qualifications:

Examination Passed	Board/Council/ University	Year of Passing	Class/ Div	% of Marks/ Grade	Subjects Studied	Any other Information

10. Extra Achievement /interest in Library Services, if any:

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I certify that the above statements are true to the best of my knowledge and belief. I accept that in case any of the information is found to be incorrect or in case there is any suppression of fact, the application is liable to be rejected.

Date:

Place:

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(Signature of the Applicant)