

Ref. NIDMP/1-60/(15)Library Trainee/2021-22/01

Dated 09.09.2021

Advertisement for Library Trainee

National Institute of Design, Madhya Pradesh (NID MP) is an "Institute of National Importance" under the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Govt. of India. The Institute invites online applications (through google form) from eligible candidates for engagement as Library Trainee (Purely on Temporary basis). Eligible candidates may apply for the said position latest by 25 September 2021. The position is suitable for young, dynamic, tech- savvy and committed candidates with good academic record, who want to pursue a career in academic and research libraries.

1.	Nomenclature	:	Library Trainee
2.	No. of persons proposed to be engaged	:	02 (Two) (One Male and one Female)
3.	Classification of Post	:	Trainee (Purely on Temporary basis)
4.	Stipend	:	Rs. 15,000/- (Rupees fifteen thousand per month) Hostel accommodation may be provided on campus on payment basis, as per NID MP Rules.
5.	Age	:	Not exceeding 30 years as on the date of closure of application.
6.	Relaxation in Upper Age	:	Relaxation for SC, ST & PWD category candidates (up to age Limit – 35 years) & OBC (Up to age Limit -33 years) will be applicable as per Govt. of India rules. Age relaxation up to five years in the case of exceptional candidates with higher qualification and experience may also be considered on recommendation of the selection panel.
7.	Educational Qualification:		
8.	Essential	:	Post Graduate Degree in Library Science (MLIS) from recognized Universities with good academic record. Candidates who have appeared in final year/semester exam and are expecting their result before conduct of written test and personal interaction may also apply but must produce the final marks sheet at the time of test & interview or at the time of joining, as a proof of having passed the requisite qualifying exam.

9.	Desirable	:	i. Proficiency in Computer applications. ii. Good communication skills in English (oral & written)
10.	Job Profile	:	Working day and hours for a selected candidate shall be six days in a week and have to perform duty in various shifts i.e day & night. Library shall provide a platform for learning, as well as hands-on practices of Library operations of following sections of the library. i. Procurement section ii. Reference and service support Section iii. Circulation section iv. Technical section v. Managing and handling IT-based Services vi. Reprographic section vii. Management and display of the collection Library Trainee will assist to the Senior Library Assistant in day-to-day library operations. To attend any other duties assigned by the reporting authorities from time to time.
11.	Method of Selection	:	Based on assessment of suitability through written test and personal interaction.
12.	Duration of Training	:	One year from the date of joining. The duration may be extended further by one more year based on the performance.

Selection procedure: Selection of candidates will be based on their performance in the written test and personal interaction. No TA/DA will be paid for appearing in the selection process. The names of shortlisted candidates will be displayed on the notice board and Institute website. The candidates are required to report as per date of test displayed on the Institute website for written test & personal interaction without waiting for a admit card. The written test will be in bilingual. Candidates are requested to bring with them the certificates in original in support of date of birth, qualification & category, experience, if any. Interested eligible candidates may apply online on Institute website <https://www.nidmp.ac.in/recruitment.php>.

Note:

- (i) The institute shall have right to cancel the engagement process at any time without assigning any reasons.
- (ii) They will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information/data that may come to their notice during the period of their engagement as Library Trainee in the Institute. All such documents will be property of the Institute.
- (iii) The Engagement as Library Trainee (Purely on Temporary basis) can be terminated by the Institute at any time without assigning any reason thereof on 15 days' notice. However, in case a Library Trainee wishes to resign, he/she will have to give 30 days' advance notice or Pay remuneration in lieu thereof, before resigning from the engagement.

Registrar