

Ref. NIDMP/1-60/10/ Library Trainee/2023-24/01

Dated 18.10.2023.

ADVERTISEMENT FOR LIBRARY TRAINEE PURELY ON TEMPORARY BASIS

Notification No: - NIDMP/1-70/ (10) Rectt. -Admin/ (Trainee)/ 2023 dated 18.10.2023

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 offline applications from eligible candidates for engagement as Library Trainee (Purely on Temporary basis). Eligible candidates may apply for the said position latest by **20 Nov 2023**. 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 & interaction cum assessment. As proof of having passed the requisite qualifying exam.
9.	Desirable	: i. Proficiency in Computer applications. ii. Good communication skills
10.	Job Profile	: Working day and hours for a selected candidate shall be six days in a week and he/she shall have to perform duty in various shifts i.e., day & night (A, B & C Shift). The library shall provide a platform for learning, as well as hands-on practice 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 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 Traineeship	: One year from the date of joining. The duration may be extended further by one more year based on the performance.

Selection procedure:

1. Mode of Selection: The Mode of selection will be as follows: -
 - (i) The Eligible/Provisionally Eligible Candidates (as per the lists to be notified on NID MP Website, post screening of the applications) will be called for a competitive Written Examination (MCQ based) for a duration of 1 hour carrying 60 marks as detailed below with one mark for each correct answer and negative marking of 0.25 marks for each wrong answer. Un-attempted questions will be awarded zero marks.
 - (ii) The final merit shall be prepared based on the scores obtained by the candidates in the Written Examination (75% weightage) and Interaction cum-assessment Test (25% weightage).
 - (iii) The top 6 male and top 6 female candidates as per the above said merit list will be allowed to appear for the interaction cum assessment test (scheduled on the same day), subject to their successful document verification.
2. Pattern of Written Examination is given below:

syllabus for written test	Pattern of Question papers
Library and Information Organization, Library Acquisition, Classification and Cataloguing, Library and Information Sources, Information Retrieval, Library and Information Services, Library Standards and Systems, Library Planning, Budget & Management, Electronic Resources Management, Library Operations in Digital Age, Preservation and Conservation Techniques, Digital Library Bibliometrics, Scientometrics, Webometrics / Cybermetrics, Informatics and IT metrics, Library Consortium, Open source and Library Management software's, Development and Management of Institutional Repositories, Social Media Applications in Libraries, Content Management, Research Methodology, Computer & IT applications in Libraries and Basic HTML	45 MCQ of one mark each
Quantitative Aptitude, General Knowledge, Reasoning, English Grammar etc	15 MCQ of one mark each

3. Interested eligible candidates may apply in the prescribed application format which can be downloaded from the Institute website <https://www.nidmp.ac.in/recruitment.php> along with self-attested copies of all certificate and marksheets. Candidates are advised to write "Application form for the post Library Trainee (Purely on Temporary basis)" on the top of envelope. Application form sent by post should be sent through Registered post /Speed Post only on or before **20 Nov 2023** at the following address:

The Administrative Officer,
National Institute of Design, Madhya Pradesh
Village -Acharpura, Eint Khedi, Bhopal-462038

Note:

- (i) Applications received other than the mode(s) specified above or those received after due dates/incomplete applications shall be outrightly rejected. No correspondence will be entertained in this regard.
- (ii) All information submitted in the application will be verified with original documents at the time of verification of documents. If any information provided by the candidate is found to be false or incorrect or not in conformity with the eligibility criteria, then his/her candidature is liable to be rejected/cancelled at any stage of the recruitment process.
- (iii) In case after engagement, any information, qualification given/declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to the engagement, he/she will be liable to be removed from the service and any action taken as deemed fit by the Institute.
- (iv) The institute shall have the right to cancel the engagement process at any time without assigning any reasons.
- (v) No TA/DA will be paid for appearing in the selection process.
- (vi) The names of shortlisted candidates will be displayed on the notice board and Institute website.
- (vii) The candidates are required to report as per date of test displayed on the Institute website for written test & personal interaction without waiting for an admit card.
- (viii) The written test will be bilingual. Candidates are requested to bring with them the certificates in original in support of date of birth, qualification & category, experience, if any
- (ix) 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 the property of the Institute.
- (x) 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.
- (xi) No other allowances/ perks or benefits would be admissible to the person selected on temporary positions, except those that are clearly mentioned in this notification.
- (xii) The list of selected/waitlisted candidates, as per the outcome of the selection process for the said positions shall be notified on the Institute website. No interim queries shall be entertained in this regard.

Chief Administrative Officer