



MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY, BHOPAL-462003

(An Institute of National importance under Ministry of HRD, Govt. of India)

At/ PO- T T Nagar, Link Road No. 2, Bhopal 462003, Madhya Pradesh

Advt. No. AB/Estt/Rectt/Library/2018-19/1600

Dated 21/12/2018

Recruitment for Library Professional Trainee

Maulana Azad National Institute of Technology (MANIT) Library is looking for young, dynamic, tech-savvy and committed Post-Graduates in Library & Information Science from recognized Indian Universities with good academic record to serve as Library Professional Trainees purely on a temporary basis for two years.

- Post name** : **Library Professional Trainee**
- No. of positions** : **04** (four)
- Duration** : **Two years** from the date of joining purely on temporary basis
- Essential qualification** : First class in Masters in Library & Information Science from recognized Indian Universities with good academic record.
- Desirable qualification** : Relevant knowledge on Computer & IT will be preferred.
- Age limit** : 26 years as on last date of application. Relaxation for SC, ST, & PH category candidates (upto age Limit – 31 years) & OBC (Upto age Limit – 29 years) will be applicable as per Govt. of India rules.
- Remuneration** : Consolidated stipend of ₹15,000/- per month with no additional perk.
- Nature of traineeship** : Selected trainees will get opportunity to work in various sections of Central Library as well as on emerging tools and technologies in Library and Information field. They will be working in different shifts (as applicable), including morning, evening and late night shifts and also on weekends/holidays on rotation basis (six day a week). No accommodation facilities will be provided by MANIT Bhopal. The positions will be deemed to be automatically terminated at the end of completion of their tenure.
- Selection procedure** : Selection of candidates will be based on their performance in the written test and personal interview. 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 come directly for the written & interview without waiting for a call letter. The written test will be in English. Candidates are requested to bring with them the certificates in original in support of date of birth, qualification & category. Candidates who have appeared for their final year examination and are expecting the results before the written test & interview date may apply, but must produce the final marks sheet at the time of test & interview or at the time of joining, in proof of them having passed the examination in FIRST CLASS without which, on selection, the candidate will not be allowed to join the traineeship.
- Date of Written test & interview** : 18th January 2019 (Friday) at 10:00am

Reporting Time : 18th January 2019 (Friday) at 9:00am. Candidates must come prepared to stay for one more day on 19th January 2018, in case the Interviews do not get completed on 18th January 2018.

Venue for written test & interview : Maulana Azad National Institute of Technology, Link Road No.3, Near Mata Mandir, Bhopal 462003

Interested eligible candidates may apply in the prescribed application format which can be downloaded from the Institute website www.manit.ac.in along with self-attested copies of all certificates and mark sheets in a closed cover envelope to the **“Chairman, Library Committee, C/o Assistant Registrar, Establishment Section, MANIT Campus, Link Road No. 3, Near Mata Mandir, Bhopal 462003, Madhya Pradesh”** on or before **12/01/2019**. Candidates are advised to write “Application for Library Professional Trainee” and “Advt. No.” on the top of the envelope.

Sd/-
Dr. N D Mittal Chairman,
Library Committee

Advt. No. Rectt/Library/01/Non-Acad/2018-19/1600

Dated 21/12/2018

Last date of application: 12/01/2019

1. Name of the candidate (in BLOCK letters):

2. Father's name:

3. Address:

Address for correspondence:	Permanent address:
PIN: _____	PIN: _____
Mobile No: _____	
Email ID: _____	

4. Date of Birth: [DD/MM/YYYY] ___ / ___ / _____

5. Nationality: _____

06. Gender: Male Female

07. Marital status: Unmarried Married

08. Category: SC ST OBC General

9. Educational qualification (please give particulars of all examination passed from 10th standard/ matriculation onwards):

Sl. No.	Exam. passed	Institute/ University	Year of passing	Division	Percentage (%)
1					
2					
3					
4					
5					

10. Working experience (if any):

Name & Address of Employer	Post held	Period		Pay Details	Nature of Employment
		From	To		

11. Any additional information you intend to add [attach separate sheet wherever necessary]:

DECLARATION

I solemnly declare that the entries in this form are true to the best of my knowledge and belief. If any information in my application is found to be false/wrong/fabricated, then I will be solely responsible for the rejection of my application/candidature.

Date: / /

Place: _____

(Full Signature of the applicant)

GENERAL INSTRUCTIONS

This page is for your information only – do not print/send along with application form

1. The candidates must be a citizen of India.
2. Duly filled in application in the prescribed format along with passport photo and self-attested copies of educational qualification and experiences should be sent (by post) to “**Chairman, Library Committee, C/o Assistant Registrar, Establishment Section, MANIT Campus, T T Nagar, Link Road No. 3, Bhopal 462003, Madhya Pradesh**” on or before the last date of application
3. Application other than that in the prescribed form will not be entertained.
4. The candidates have to produce original documents at the time of appearing for written test/ interview.
5. Incomplete applications/ without relevant supporting enclosures will be out rightly rejected. Institute will not be responsible for any postal delay.
6. No TA/DA will be paid to the candidates for attending the written test & interview.
7. Institute reserve 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 reasonable limit on the total number of candidates to be called for written test/ interview.
8. No correspondence whatsoever will be entertained from the candidates regarding the conduct and result of written test/ interview and the reasons for not being called for written test/ interview.

Dr. N D Mittal
Chairman, Library Committee