



# Indian Institute of Management Kashipur

IIM Kashipur invites applications from Indian Nationals for the following time bound assignment for its Library.

**Name of the Assignment:** Library Trainee

**No. of positions:** 02 (Two)

**Period of Training:** Purely on temporary basis for one year which may be extended further subject to satisfactory performance.

**Stipend:** Rupees 10,000 /- per month consolidated with no additional perks.

**Educational Qualification:** Bachelors in Library and Information Science/Masters in Library and Information Science from a recognized Institute/University. Preference will be given to candidate holding Master in Library and Information Science.

**Desirable:** Candidates with relevant computer knowledge will be preferred.

**Age Limit:** Maximum 30 years as on last date of application.

**Mode of Selection:** The Institute reserves the right to conduct written test wherever the circumstances so warrant or may fix criteria to restrict the number of candidates for interview to a reasonable limit on the basis of minimum qualifications or higher qualifications than those prescribed in this advertisement.

No TA/DA will be paid for appearing in the selection process.

**Nature of Traineeship:** Selected trainees will get opportunity to work in various sections of 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. No accommodation facilities will be provided by IIM Kashipur.

Interested eligible candidates may apply in the prescribed application format which can be downloaded from the Institute's website [www.iimkashipur.ac.in](http://www.iimkashipur.ac.in), along with attested copies of all certificates and mark sheets in a closed cover envelope superscripted "Application for Library Trainee" on the top of the envelope, to the **Chairperson: Library, IIM Kashipur, Bazpur Road, Kashipur, Dist. - Udham Singh Nagar, -244713, Uttarakhand on or before 31.10.2014.**



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## Application Form

Applied for Library Trainee

1. Name : \_\_\_\_\_
2. Father's/Husband's Name : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
4. Gender : \_\_\_\_\_
5. Whether belongs to SC/ST : Yes/No If yes: SC  ST   
(If applicable attach documents)
6. Nationality : \_\_\_\_\_
7. Educational Qualifications :

(Secondary/Matriculation onwards. Self-Attested copies of certificates and mark sheets should be attached).

Qualification	Board/ University	Date of Commencement	Date of Passing	% Marks	Course Duration (years)

8. Work Experience (Post-qualification): (Starting from the most recent)  
(Attach self-attested copies of certificates)

Organization	Designation	Date of Commencement	Date of Leaving	Pay Scale	Gross Salary	Reasons for Leaving

9. Skills Proficiency

Skill	Excellent	Good	Average	Weak	Nil
Acquisition & Circulation					
Developing Digital Library					
Library Automation					
Web/SW Applications					
Procurement					
Journal Subscription					
Database Subscription					
Any Other:					

10. Language Proficiency: (Please tick relevant cells)

Language	Fluent in Speaking	Fluent in Reading	Fluent in Writing
English			
Hindi			

Photo  
Self Attested



# Indian Institute of Management Kashipur

**11. Address:**

Details	Permanent	Communication
House Name/No.		
Street/Locality		
Town/City		
District & State		
Residence Phone		
Mobile No.		
E-mail ID		

**12. Details of enclosures attached with the application:**

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....

**13. Declaration:**

It is hereby declared that all the information furnished above is true and correct to the best of my knowledge and belief.

Place : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_