

# GUIDELINES FOR LIBRARY TRAINEES/INTERNSHIP

Objective	<ul style="list-style-type: none"> <li>• To familiarize interested and willing students of Library and information Science with Library Operations/ICT applications.</li> <li>• To speed up the Library operations i.e book processing, circulation, Data Entry of periodicals and books, shelving of books and day to day activities etc.</li> </ul>
Eligibility	<ul style="list-style-type: none"> <li>• Applicable to Indian citizen only</li> <li>• Training is open to students from recognised institutions and Universities with exposure to Library.</li> <li>• <b>Candidates who have been passing out in the <u>last two year</u> are eligible to apply for trainee.</b></li> <li>• Students with a <b>placement in hand not eligible</b></li> <li>• <b>Age limit is 30 years</b></li> </ul>
Essential Educational Qualification	<ul style="list-style-type: none"> <li>• Master degree in Library and Information Science with 50% marks.</li> <li>• Knowledge of computer</li> </ul>
Scheme of Training	<ul style="list-style-type: none"> <li>• The training period is normally for <b>six months only</b>,</li> <li>• The brief introduction will be given to the trainees on joining day.</li> </ul>
Stipend	<ul style="list-style-type: none"> <li>• An amount of Rs. <b>11000/-</b> per month will be given as stipend during the training.</li> </ul>
Other Modalities	<ul style="list-style-type: none"> <li>• Trainee will be provided minimum logistic support. i.e computer and working space</li> <li>• Trainee will work in the premises of the Ambdkar University Library or as per direction issued by the concerned officials from time to time.</li> <li>• Trainee are required to give undertaking prior to joining the training programme that:             <ol style="list-style-type: none"> <li>1. "He/She does not possess a placement for job/employment "and</li> <li>2. He/She shall strictly maintain full confidentiality and secrecy of any information/ matter relating to University.</li> </ol> </li> <li>• The eligibility criteria for library trainee can be relaxed in exceptional deserving cases by the Librarian/Registrar.</li> <li>• This will not entitle you to claim for any regular appointment.</li> <li>• Your engagement as Library Trainee can be terminated at any time without assigning any reason/s thereof any without giving any notice.</li> </ul>
Certificate	<ul style="list-style-type: none"> <li>• On successful completion of the training programme a certificate will be issued to each trainee by the AUD (Annexure-II)</li> </ul>

# AMBEDKAR UNIVERSITY DELHI

## APPLICATION FORM FOR LIBRARY TRAINEE UNDER LIBRARY INTERNSHIP PROGRAMME

शिक्षुता प्रशिक्षण योजना के तहत लाइब्रेरी प्रशिक्षुओं लिए आवेदन पत्र

Photo

### General Information (सामान्य सूचना)

1	Name (नाम)	
2	Date of Birth(जन्म तिथि)	
3	Gender (Male/Female)लिंग (पुरुष/महिला)	
4	Category (Gen/OBC, ST/SC,PWD, Other)	
5	Nationality (राष्ट्रीयता)	
6	Permanent Address (स्थायी पत्ता)	
7	Current Address (वर्तमान पत्ता)	
8	E-Mail (ई-मेल)	
9	Tel. No.,( Mob.No.) दूरभाष न०	

**9. Educational Qualification (शैक्षणिक योग्यता)**

Sr. No (क्रमांक)	Name of the Course (पाठ्यक्रम का नाम)	School/ Board/University (स्कूल/बोर्ड /विश्वविद्यालय का नाम)	Year (वर्ष)	Subjects (विषय)	% of Marks (अंको का प्रतिशत )

10. Knowledge of Computer Skill(कम्पूटर ज्ञान)	
11. Are you already Employed (क्या आप कार्यरत है।)	
12. Work Experience if any (कार्य अनुभव यदि हो)	
13. Area of Interest (विषय रूची)	
14. Extra Curricular Activities (अन्य विषयक गतिविधियाँ)	
15. Any other relevant information. (अन्य जरूरी सूचना)	

Place:-

Date:-

(Signature of the Candidate)

उम्मीदवार के हस्ताक्षर