

**INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
CENTRAL LIBRARY**

15th October, 2018

C I R C U L A R

Indian Institute of Technology Bombay, an Institute of national importance adjudged as Institute of Eminence, invites applications for Library Internship. The requisite qualification are given below:

Post Details	No. and Category	Educational Qualification
Library Intern at Central Library, IIT Bombay	10 (7 UR, 1 ST & 2 OBC {NCL})	
Consolidated Pay : ₹ 20,000/- month Appt Type : Temporary for a period of 1 year Age Limit : 27 yrs	a) 8 interns from Library Information Science field b) 2 interns from Computer Science field	M.L.I.Sc. or equivalent degree (with 60% marks) MCA or equivalent degree (with 60% marks)

General Information:

1. This Internship Programme is for a period of one year and the selected candidates will be imparted practical training in the latest tools and techniques of information handling being used in the Central Library.
2. Selected candidates shall not have claim on any regular position and shall not bestow any of the privileges like housing, medical facilities and other benefits available to regular employees of the Institute.
3. The Institute reserves the right not to fill any of the advertised positions.
4. Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualifications laid down in the advertisement.
5. Candidate should ensure that they have requisite qualification from recognized Board/ University / Institute.
6. Eligibility of a candidate for the post applied shall be considered as on the last date of receipt of the application.

7. The applications received in response to advertisement will be scrutinized and only short-listed candidates will be called for written test. The prescribed essential qualifications indicated are bare minimum and mere possessions of same will not entitle the applicants to be called for written test.
8. Candidates seeking reservation benefits available for ST/OBC(NCL)/PwD must ensure that they are entitled to such reservation as per eligibility prescribed in GoI orders. They should also be in possession of the certificates in the format prescribed by GoI in support of their claim at the time of application. Candidates belonging to OBC category should submit their latest Non Creamy Layer (NCL) certificate issued by the competent authority of GoI.
9. Candidates seeking reservation for OBC (NCL) is required to attach a declaration, in addition to certificate in the prescribed format issued by the competent authority (format enclosed at Annexure-I).
10. Age relaxation for ST/OBC(NCL) candidates is applicable only if the post is reserved for particular category as per rules. Age relaxation for PwD candidates is as per rules.
11. Application without photograph, signature, necessary certificates in support of their application shall be summarily rejected. Application received after the due date shall be summarily rejected.
12. A candidate is required to obtain 60% marks & more (55% marks & more for the post reserved for ST category).
13. No TA/DA will be paid to the candidates for attending the written test.
14. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to modify/withdraw/ cancel any communication made to the candidates.
15. Decision of the Institute in all matters relating to the eligibility of the candidate, written test, and selection would be final and binding on all the candidates. No correspondence or personal inquiries shall be entertained.
16. No correspondence will be entertained from candidates regarding not being short-listed, conduct of written test and result.
17. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
18. Canvassing in any form will be a disqualification.

19. Candidates should send self attested copies of certificates in support of their qualification (matriculation onwards), Date of Birth, Caste Certificate etc. Original certificates should be produced at the time joining.

Candidates possessing the requisite qualification may submit their application in the prescribed format (at Annexure – II) on or before 31st October 2018 upto 5:30 p.m. to The Chief Library Officer, Central Library, IIT Bombay, Powai, Mumbai – 400 076.

15.10.2018


Registrar

Copy to:

1. All Heads/In-charges of the Deptts/ Centres/ Sections.
2. All Notice Boards & Staff Notices.

DECLARATION

“I, son / daughter of
Shri resident of village / town /
city district state hereby declare that I
belong to the community which is recognized as a backward class
by the Government of India for purpose of reservation in services as per orders contained in
Department of Personnel and Training Office Memorandum No.36012/22/93-Estt. (SCT) dated
8.9.1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in
Column 3 of the Schedule to the above referred Office Memorandum dated 8.9.1993.”

Date:

Place:

Signature of the
Candidate

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Application Format for Library Internship

1. Name of the Candidate :
2. Father's / Husband's Name :
3. Permanent Address :
-
-
4. Address for Correspondence :
-
-
5. Telephone No. / Mobile No. :
6. E-Mail :
7. Caste and Category :
- (UR SC ST OBC) (Tick)
8. Whether PwD : Yes / No
9. Date of Birth & Age : Age
- (DD/MM/YYYY)

Please affix a
passport size
Photograph

10. Educational / Professional Qualification: (In Chronological order from Secondary Class-X onwards):

Sr. No.	Degree/ Diploma	Board / University	Year of Passing	% of marks	Division / Class	Subjects

11. Experience:

Sr. No.	Organization	Period of Service		Post held	Scale of Pay	Nature of Duties
		From	To			

12. Name & Address of Two References:

I.

II.

Date :

Place :

(Name and Signature of candidate)

Enclosures: