



INDIAN INSTITUTE OF TECHNOLOGY INDORE

M-Block, IET-DAVV Campus, Khandwa Road,
INDORE, Madhya Pradesh-452 017

Advt No.IITI/Estt/NT Rect/LT/FEB 2013

Non Teaching Posts

Library Trainees: - 02 (Temporary basis for one year)

Pay Scale: Consolidated pay of Rs.14000/- per month

Minimum Qualification:

- Master's in Library & Information Science with a first class.

Desirable:-

- Sound working knowledge of basic IT tools
- Should be able to use MS Office with ease (especially MS Excel), and possess a good typing speed
- Familiarity with Web Based Information Resources
- Good Knowledge of Library Management Software
- Good Knowledge of E-Resources
- Strong communication (written & oral) skills in English and Hindi
- Strong interpersonal & intrapersonal skills
- Ability to work as a team member
- Aptitude for learning new skills
- Result oriented and hard working
- Ability to work with care and dedication

Age limit: 26 years as on 28/02/2013.

GENERAL INSTRUCTIONS

The selected candidates will have to work from Monday-Saturday (**six days a week**) and be ready to work in different shifts and weekends on rotation basis.

No TA/DA will be provided to the candidates for attending written test & interview.

No accommodation can be provided to the selected candidates OR to candidates who may appear for test and/or interview.

The Institute reserves the right to select or not to select candidates for the post advertised and mere fulfillment of qualifications laid down does not entitle a candidate to be selected.

No correspondence whatsoever will be entertained from candidates regarding conducting and result of test / interview and/or reasons for not being selected.

Canvassing in any form will be a disqualification.

Interested candidates who meet the above mentioned requirements may appear for Written Test and Interview along with their original certificates on 28-02-2013 at **09:00 a.m.** at IIT INDORE **CENTRAL LIBRARY**, M-Block, IET-DAVV campus, Khandwa Road, Indore-452017 (M.P).

NOTE: - Photocopies of Proof of Date of Birth, Educational and Professional Qualifications must be produced at the time of interview along with original Certificates for document verification.

REGISTRAR