Ambedkar University Delhi

GUIDELINES FOR LIBRARY TRAINEES/INTERNSHIP

Objective	• To familiarize interested and willing students of Library and information Science with Library Operations/ICT applications. • To meet out the shortage of library staff. • 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.
Eligibility	• Applicable to Indian citizen only • Training is open to students from recognised institutions and Universities with exposure to Library. • **Candidates who have been passing out in the last two year are eligible to apply for trainee.** • Students with a **placement in hand not eligible**
Essential Educational Qualification	• Master degree in Library and Information Science with 50% marks. • Knowledge of computer
Scheme of Training	• The training period is normally for **six months only.** The brief introduction will be given to the trainees on joining day.
Honorarium	• An amount of Rs. **11000/-** per month will be given as honorarium during the training.
How to Apply	• Interested candidate may apply in the prescribed format given on the University website. • Application in the prescribed format complete in all respects may be send by post to reach- The Librarian, Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi-110006. • Envelope carrying applications should be superscribed "Application for trainee in Library"
Other Modalities	• Trainee will be provided minimum logistic support. i.e computer and working space • Trainee will work in the premises of the Ambdkar University Library or as per direction issued by the

	concerned officials (if required).
	• Trainee are required to give undertaking prior to joining the training programme that: 1. "He/She does not possess a placement for job/employment "and 2. He/She shall strictly maintain full confidentiality and secrecy of any information/ matter relating to University. • Above requirement for trainee can be relaxed by the Librarian.

Ambedkar University Delhi
APPLICATION FORM FOR LIBRARY TRAINEE

General Information

1	Name		
2	Date of Birth		
3	Gender (Male/Female)		**Recent Photo**
4	Nationality		
5	Permanent Address		
6	Current Address		
7	E-Mail		
8	Tel. No.,(Mob.No.)		

9. Educational Qualification

Sr. No.	Name of the Course	School/ Board/University	Year	Subjects	% of Marks

10. Knowledge of Computer Skill	
11. Are you already Employed	
12. Work Experience if any	
13. Area of Interest	
14. Extra Curricular Activities	
15. Any other relevant information.	

Place:-
Date:-

(Signature of the Candidate)