

School of Planning and Architecture Bhopal

*An Institution of National Importance under the
Ministry of Education, Govt. of India*
Neelbad Road, Bhauri, Bhopal (M.P.) PIN – 462 030

School of Planning and Architecture (SPA), Bhopal conducts Walk-in-Interview from eligible candidates for the position of Library Trainee on a purely contractual basis.

Tentative Number of vacancy (No. of vacancy may increase and decrease):-

02 nos.

Tenure of Traineeship

The tenure of the traineeship will be for 11 months from the date of joining.

Essential Qualification

Post Graduate in Library and Information Science (M.Lib.I.Sc./ M.Lib.Sc) from reputed University / Institute with minimum 55% marks. Students who are appearing for the final exam and waiting for results can also apply but at the time of the test/ interview, he/ she may have to submit results with minimum criteria.

Desired Abilities, Skills, and Knowledge

- Basic knowledge of computer application (MS Office).
- Working knowledge of library software (Koha, Dspace, etc.).
- Knowledge of library procedures and standards (DDC, MARC, etc.).
- Communication skills in English and Hindi (oral and written).
- Tact and curtesy in dealing with Library users.

Age Limit

Not exceeding 26 years as on the date of walk-in-interview.

Stipend

Rs.16,000/- per month (consolidated). No other allowances will be paid.

Duty Hours

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

Roles and Responsibilities

- Providing assistance and guidance to library users
- Check-in/Check-out of resources (Issue/Return)
- Technical processing of library materials
- Cataloging and indexing of library resources
- Arranging books and periodicals on racks
- Answering reference queries
- Performing online computer searches of the database
- Compiling bibliographies

Place of Posting

Library, School of Planning and Architecture, Bhopal

Terms and Conditions

1. The Traineeship program is not a regular employment and does not entitle any privileges or benefits of regular employment. It is only a temporary study program for imparting practical training.
2. The tenure of the training program is for 11 months.
3. The date of determining the upper age limit, qualification, and experience shall be the last date of application.
4. The institute has the right to cancel the entire recruitment process at any time without assigning any reasons whatsoever.
5. The selected candidates will work from Monday-Saturday (six days a week) and be ready to work in different shifts and weekends on a rotation basis.
6. Selected candidates have to reside in the campus, a quarter or hostel accommodation will be provided on payment of applicable charges as per Institute's rules.
7. Candidates fulfilling above eligibility criteria may visit the Institute for walk-in-Interview on 13th March 2024 (Wednesday) from 10:00 am onwards (Reporting time for the candidates: 9:00 am).
8. Applicants are required to bring application form with photograph, proof of date of birth, eligibility/qualification mark sheets, degrees, experience certificates and other relevant testimonials as mentioned in the application form (applicants need to bring a set of self attested documents along with filled-up application form) on the day of Walk-in-interview. The original documents will be verified at the time of interview.
9. Candidates fulfilling above eligibility criteria and willing to attend the walk-in interview are required to send the attached application form (only) **application form** through e-mail to **recruitment@spabhopal.ac.in** on or before the 12th March 2024 (Tuesday) and may visit the Institute for walk-in-Interview on **13th March 2024 (Wednesday) from 10:00 am onwards** (Reporting time for the candidates: 9:00 am).
10. Please do not send hard copies of the **application form**.
11. Reservation will be followed as per Govt. of India norms.
12. No TA/DA will be paid for attending the Interview.
13. The Institute reserves the right to increase or decrease the number of posts, not to make recruitment to any post(s) and to accept or reject any application at any stage without assigning any reason therefor whatsoever.
14. For any query regarding Walk-In-Interview, kindly e-mail to **recruitment@spabhopal.ac.in** or call us at 0755-2526800, 823, 810, 812 & 858 during office hours.

Registrar