



Ref.No. HPNLU-A(7)-11(Adv)/2019/

Dated:09.08.2019

**Advertisement for the post of Library Professional Trainees at  
Himachal Pradesh National Law University, Shimla**

**(Walk In Interview)**

**Introduction**

The Library of Himachal Pradesh National Law University Shimla (HPNLU Shimla) is automated using Koha Library Management Software. The Library is enriched with vast collection of print and electronic resources in all areas of interest to meet the academic and research requirements of the University.

The University requires hardworking, dynamic and committed Post-Graduates in Library & Information Science from recognized Indian universities to serve as Library Professional Trainees purely on a temporary basis for six months.

Post	Library Professional Trainees
No. of Trainees	2 (Two)
Duration	Six months from the date of joining
Essential Qualifications	Masters in Library & Information Science (M.L.I.Sc.)
Desirable Experience	Knowledge of Computer, IT Applications in Libraries, Library Management System
Remuneration	Consolidated stipend of Rs. 15,000/- per month
Nature of Traineeship	Learn while you work on different functions & services of the Library. The selected candidates will work six days a week and be ready to work in different shifts, weekends and holidays on rotation basis.
Selection	Selection of candidates will be based on their consistent good academic record, practical knowledge, and performance in the personal interview.

**Last Date for submitting the application: 20<sup>th</sup> August 2019**

**Date of Interview: 28<sup>th</sup> August 2019 at 11:00 AM.**

**Roles and Responsibilities**

- Accessioning, Classification, and Cataloguing of resources.

- Circulation of Books i.e. (Issue/Return)
- Technical processing.
- Shelving of Books/Periodical on racks
- Periodical Subscription, processing and record Maintenance.
- Provide assistance, and guidance to library users
- Assisting in collection development, recommending titles for purchase
- Compiling bibliographies.

### **General Instructions:**

1. The candidates must be a citizen of "India".
2. The candidates have to produce original documents at the time of appearing for interview.
3. Incomplete applications/without relevant supporting enclosures/attachments will be out rightly rejected.
4. Application other than the prescribed form will not be entertained.
5. University reserve the right to fill up the post, not to fill up the post or cancel the advertisement in whole or partly without assigning any reason. The University will also reserve the right to place reasonable limit on the total number of candidates to be called for interview.
6. The Training/Internship certificate will be issued on successful completion of six months of period.
7. No correspondence whatsoever will be entertained from the candidates regarding the conduct and result of written test/interview and the reasons for not being called for the interview.

### **Other terms & conditions**

- Selection of trainees will be based on interview.
- No TA/DA will be given for attending the selection interview/test
- The selected trainees are expected to work six days a week
- The trainees may also be assigned shift duty on the rotation basis and may have to work on Saturday, Sunday and holidays as well.
- Training/internship certificate will be issued after completion of at least 6 months training/internship at HPNLU Library.

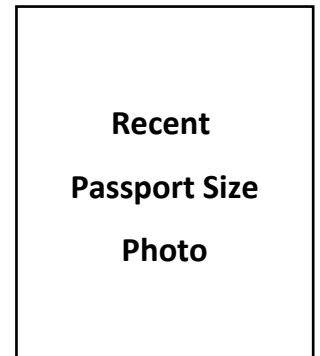
Interested candidates who fulfill the above mentioned requirements must send the scanned copy of filled application form at [registrar@hpnl.ac.in](mailto:registrar@hpnl.ac.in) , earliest by **20<sup>th</sup> August 2019**.



**APPLICATION FORM FOR THE POST OF LIBRARY PROFESSIONAL TRAINEE**

**General Information:**

1	Name	
2	Date of Birth	
3	Gender (Male/Female)	
4	Nationality	
5	Category (SC/ST/OBC/PWD)	
6	Permanent Address	
7	Current Address	
8	E-Mail	
9	Tel. No., ( Mob.No.)	



**Recent  
Passport Size  
Photo**

**10. Educational Qualifications**

Sl. No.	Name of the Course	School/ Board/University	Year	Subjects	% of Marks
11. Knowledge of Computer Skill					

12. Are you already Employed	
13. Work Experience if any	
14. Area of Interest	
15. Extra Curricular Activities	
16. Any other relevant information.	

Place: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of the Candidate)