

**WALK- IN - INTERVIEW**

Dated 29<sup>th</sup> November, 2021

The Lal Bahadur Shastri National Academy of Administration, Mussoorie intends to engage **04 (four) Young Professional from Library & Information Science as Library Trainee** for a period of one year. The engagement will be purely on contract basis and selection will be made through Walk-in-interview to be held on 9<sup>th</sup> December (Thursday), 2021 at 11.00 a.m. Library Trainee will be paid a consolidated sum of Rs. 25,000/- per month.

**Essential Qualifications:**

- (i) Graduate in any discipline from recognized University at least second class (50% marks)
- (ii) Post-Graduate Degree in Library and Information Science with at least second class (50% marks) from a recognized University/Institute.

**Desirable:**

- (i) Knowledge in operating KOHA Library Management Software and Basic Knowledge of Computer
- (ii) Candidates are expected to have good writing skills ability; to work independently and also as part of a team.

**Age Limit:** The age limit for appointment on contract basis shall not exceed 35 years as on the date of interview.

**General instructions:**

1. The engagement is for a period of one year, which may be extended on the basis of performance, if services required further.
2. The eligibility of candidate will be determined as on the date of advertisement.
3. The candidate who fulfills the requirements may attend the Walk-in-interview along with an application in the prescribed format (Annex – I) along with Original documents (matriculation, Intermediate certificate, Graduate, PG etc.) and a set of self-attested photocopies of certificates. A copy of the same may be mailed in advance to Administration Section, LBSNAA at the address – [aoadmn-lbsnaa@gov.in](mailto:aoadmn-lbsnaa@gov.in)
4. Applicants appearing with incomplete documents will not be entertained for the interview.
5. The competent authority reserves the right to postpone/cancel the recruitment exercise at any stage.
6. In case of large number of candidates reporting for interview, the competent authority, LBSNAA reserves the right to shortlist candidates by adopting appropriate criteria including a written test.
7. The selected candidates shall have no claim for appointment on regular basis by virtue of being appointed in contractual basis.
8. The candidate may report for walk-in-interview between 9:00 to 11.00 a.m.
9. Interested candidates may also in their own interest ensure that they fulfill the eligibility conditions. Ineligible candidates will not be allowed to appear for interview. Verification of documents will be done before interview.
10. Candidates must carry photo identity card such as AADHAAR/DL/Passport and registered mobile no. for attending Walk-in-interview issued by any Government.
11. No TA/DA will be admissible for attending Walk-in-interview.



(Shelesh Nawal)  
Deputy Director

## APPLICATION PROFORMA

Applied for Library Trainee

1. Applicant's Name: .....
2. Father's Name:.....
3. Date of Birth:.....
4. Contact Details :  
Mailing Address :.....  
Permanent Address:.....  
Mobile No:.....  
E-mail ID:.....

5. Educational Qualifications and experiences:

Qualification	Board/University	Passing Year	Total marks and marks obtained	Percentage
High School				
Intermediate				
Degree				
PG Degree in Library & Information Science				
Other				

6. Present Occupation/Profession:.....
7. Nature of present employment if any, i.e., ad-hoc or temporary or quasi permanent or permanent. ....
8. Experience (Total Years):.....  
Experience details.....  
.....
9. Any other Information:.....
10. Enclosures attached:.....

I have carefully gone through the advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date:.....  
Place:.....

Applicant's Signature