



केंद्रीय पुस्तकालय

Central Library

अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स), कल्याणी

All India Institute of Medical Sciences (AIIMS), Kalyani

(A Statutory Body under the Aegis of Ministry of Health and Family Welfare, GOI)

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के तत्वाबधान में एक संबिधिक निकाय)

NH-34 connector, Basantapur, Saguna, Kalyani, Nadia, West Bengal -741245

राष्ट्रीय राजमार्ग-34, बसंतपुर, सगुना, कल्याणी, नदीया, पश्चिम बंगाल-741245

Inviting Applications for “Young Professional Graduates from Library & Information Science as LIS Interns”

AIIMS, Kalyani is one of the new AIIMS established as a part of the initiative under **Pradhan Mantri Swasthya Suraksha Yojna (PMSSY)** by the Ministry of Health and family welfare, Govt. of India and the Central Library was inaugurated on **8th March 2021** by **Dr. Ramji Singh, Executive Director of AIIMS Kalyani.**

The Central Library is a learning resource center being an integral part of the academic and research work and continues to expand its collection in print and digital form. It also designs and delivers innovative services to support teaching, learning, research, and other scholarly activities. The library has initiated several important activities and services during the reporting year.

The Central Library established an E-Library which manages knowledge, both in print and digital formats and ensures seamless discovery and access to the scholarly resources to the faculty, students, and staff with professional support to find, evaluate, manage, and use such resources. It provides high-quality ambiance for both reflective and collaborative work and study. The library extensively uses social media for improved communication and interaction. This is the reflection of library's continuous engagement with its users as a valuable partner in their learning and research.

AIIMS, Kalyani is introducing Internship Programme with two (02) Professional Graduates in Library & Information Science initially for 6 (six) months, further extendable up to 2 terms (each term-6 month) based on the performance.

The ‘Young Professional Graduates from Library & Information Science as LIS Interns’ starting 2023 will be taken up with the 02 (Two) professional graduates from Library & Information Science as LIS Interns.

Hardcopy Application in prescribed format in sealed cover mentioning “APPLICATION FOR YOUNG PROFESSIONAL GRADUATES FROM LIBRARY & INFORMATION SCIENCE AS LIS INTERNS” on the Envelope should be submitted at the Office of the HOD, Department of Physiology, Academic Building (First Floor), AIIMS, Kalyani between

10.00AM and 4.00 PM during Monday-Friday, except Saturdays, Sundays and Public Holidays. The softcopy must be sent at aiimskinternship@gmail.com with scanned copy of all supporting documents. Only short listed candidates called for Written Test/Interview need to submit self attested copies of all certificates (DOB, Education Qualification etc.) on the date of Examination. Candidature of any candidate will be cancelled at any stage, even after selection, if information/document furnished by the candidate is found to be false or incorrect. All the Documents will be verified on the date of Examination. If any candidate is not found fit as per the laid down criteria of the Institute, the candidate will not be allowed to appear at the Examination. Candidate should obtain the degree and possess the Mark sheet/Certificate on the closing date of the Application. Appearing candidates NEED NOT apply.

LAST DATE OF APPLICATION: 15 days from the date of publication of the advertisement (4:00 pm on the closing date. The closing date and time of softcopy of the application will be 15 days from the date of application within 4:00 pm. Softcopies received after 4:00 pm of the closing date will not be considered. Only applications (hardcopy and softcopy) complete in all respect will be considered.

The Last Date of Application is 18 September, 2023.

The complete details of the “Young Professional Graduates from Library & Information Science as LIS Interns” as follows:

➤ ***Time Frame***

- ✓ Time frame for LIS-Interns -- *initially for 6 (six) months, further extendable up to 2 terms (each term-6 month) from the date of engagement by each Intern. based on performance.*
- ✓ The LIS-Interns would be deployed for Six days per week on-task activity.

➤ ***No. of working days***

- ✓ **Six Days Week** [All days of the week except -- Sundays and other public holidays followed at the AIIMS, Kalyani].
- ✓ There would be rotation of duties on Sundays or any Holidays as and when required by the Institute.

➤ ***No. of holidays***

- ✓ **01(ten) Leave per month.** No Special Leave is allowed. In case of Medical Leave, Certificate will only be issued, after satisfactory completion of the period of absence. Unauthorized period of absence will be treated as NO PAY.

➤ ***Financial Involvement (Remuneration)***

- ✓ The amount paid to the ‘LIS Intern’ is to be treated as ‘**Stipend**’
- ✓ **Rs.25, 000/- (Rupees Twenty Five Thousand only)** per LIS Interns as **Stipend** shall be paid. The amount is consolidated.

➤ ***Supervision***

- FIC(Library)/Librarian(Grade-I)/Assistant Librarian of shall supervise the performance of the **LIS Intern** and guide the **LIS Intern** as per the techniques followed at AIIMS Library
- They would also be trained with Open Source Software.
- Each Intern would maintain daily report card in diary and that should be verified and counter-signed by FIC(Library)/Librarian(Grade-I)/Assistant Librarian

➤ ***Intern Job Descriptions: Typical areas of responsibility for Interns includes:***

- ✓ Entry in MARC 21 format Cataloging of books/ serials / other materials,

- ✓ Classification / Circulation system/ Preservation of materials
- ✓ Acquisition System, Sorting section etc.
- ✓ Stack area /Books/ Newspaper receiving section etc.
- ✓ Organization of materials and data, including indexing and abstracting
- ✓ Reference services/ Reading Room/ E-resource centre/ bibliographic section
- ✓ Open Source Software in KOHA installation and entry
- ✓ Attending / organizing AIIMS regular seminar/ workshop/ exhibition etc.
- ✓ Any other job assigned by the Superior Officers from time to time.

✓ **Selection Procedure**

Eligibility

- ✓ Applicant must have obtained **BLIS/MLIS** obtained during the **last three years (2021-2023)**.
- ✓ Masters/Bachelors in any Discipline.
Candidate should obtain the degree and possess the Mark sheet/Certificate on the closing date of the Application. Appearing candidates NEED NOT apply.

✓ **Age limit**

- ✓ Below 35 years from the date of advertisement

Criteria for Shorting listing and Selection

- ✓ All applications would be scrutinized and short-listed basing on merit [*Cut-off percentage at BLIS/MLIS*] or any other criteria as decided by the Screening / Selection Committee. The decision of the Screening / Selection Committee and the Competent Authority will be final in this regard.
- ✓ Application should be submitted both hardcopy and softcopy with two photographs.
- ✓ Only short listed candidates need to submit self attested copies of all certificates (DOB, Education qualification etc.).
- ✓ All candidates must provide e-mail and mobile number. All intimation would be given through e-mail only to the candidates. Regular updates of all information regarding recruitment of LIS Interns would be available in <https://www.aiimskalyanilibrary.org/>
- ✓ The short-listed candidates would be called for **Written Test and Interview** on 1:15 basis [*top 15 candidates basing on percentage*].
- ✓ The decision of the Screening / Selection Committee and the Competent Authority will be final in this regard.
SELECTION WILL BE BASED ON WRITTEN TEST AND INTERVIEW WITH AND WEIGHTAGE OF 70% AND 30%.

- ✓ They will be assigned the marks basing on merit [**Written Test and Interview**].

- ✓ **First Two Top-Scorers in Written Test and Interview** would be selected as **LIS Interns** and a panel would be drawn accordingly. The Panel will be valid till the completion of the Program or as decided by the Competent Authority.
- ✓ No TA/DA would be provided for **Written Test** and **Interview**, if called for, as well as joining as LIS Interns at AIIMS, Kalyani
- ✓ Every LIS Intern should have to undergo Medical Examination from AIIMS, K before joining.

➤ ***Certificate and Grading***

After successful completion of ***“Young Professional Graduates from Library & Information Science as LIS Interns” at AIIMS, Kalyani*** they would be given Completion Certificate for the particular tenure with grading. No certificate will be issued, if the Internship Period is less than 6(six) months.

Grade-A+ Outstanding (85 marks and above)

Grade-A Excellent (marks between 75 and 84)

Grade-B Very Good (marks between 60 and 74)

Grade-C Good (marks between 50 and 59)



Sd

Member secretary

Central Library

AIIMS, KALYANI
APPLICATION FORMAT FOR
ENGAGEMENT OF INTERNS
(LIBRARY & INFORMATION SCIENCE)

Photograph
self attested

*“Young Professional Graduates from Library & Information Science as LIS
Interns”*

1. Name of the Candidate :
(in block letters)
2. Aadhar Card No. :.....
3. Father/Husband’s Name
4. Date of Birth :.....Age (as on Date of Advertisement).....
5. Address for Communication :
.....
Contact No. (compulsory) :.....
Email ID (compulsory)
- Permanent Address :
-
6. Nationality :
.....
7. Academic Qualifications :

Sl. No.	Educational Qualification	Board / University	Year of Passing	Subjects	%age of marks obtained
1.	10 th / Madhyamik				___%
2.	Intermediate / Higher Secondary				___%
3.	Graduation				___%
4.	Masters				___%

8. Professional Qualifications :

Sl. No.	Educational Qualification	Board / University	Year of Passing	Subjects	%age of marks obtained
1.	M.L.I.Sc.				____%
2.	B.L.I.Sc.				____%
3.	Others if any				____%

9. Languages known : Read / Write / Speak

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10. Last date for submission of application:

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11. References : 1.....

2.....

12. Any other information :

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DECLARATION

I _____ hereby declare that the particulars furnished by me in this application form are true to the best of my knowledge and belief. In case any information is found to be incorrect, my candidature shall liable to be rejected.

Date:

Place:

Signature of the Candidate