

भारत सरकार
GOVERNMENT OF INDIA
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
MINISTRY OF HEALTH AND FAMILY WELFARE
राष्ट्रीय जन स्वास्थ्य प्रशिक्षण एवं अनुसंधान संस्थान
NATIONAL INSTITUTE OF PUBLIC HEALTH TRAINING & RESEARCH
332, S. V. P. Road, Khetwadi, Girgaon, Mumbai - 400 004

संख्या: एन.आय.पी.एच.टी.आर./लाइब्रेरी/अप्रेंटिसशिप/2019-20/

APPLICATION FOR GRADUATE APPRENTICES (LIBRARY SCIENCE)

National Institute of Public Health Training and Research, Mumbai, it is a Central Training Institute of Ministry of Health and Family Welfare, Government of India is involved in teaching and training of Medical & Paramedical personnel in Public Health and conduct research in key public health areas. Online applications are invited from candidates for GRADUATE APPRENTICES (LIBRARY SCIENCE) under the Apprenticeship Act 1961 enacted by Government of India.

Post: GRADUATE APPRENTICES (LIBRARY SCIENCE)

No. of Post: 2

Stipend: Monthly stipend of Rs. 9000/- (All inclusive)

Education Qualification: 1) Bachelor's Degree (in Arts/Science/Commerce) 2) Degree in Library Science/ Library & Information Science with First Class. 3) Computer applications in library management and automation, will be preferred.

Age: 25 years

Apprenticeship Period: One Year

Roles and Responsibilities:

- Provide assistance, and guidance to library users
- Data Entry for e-granthlaya Software.
- Book Issue/Return
- Accessioning, Classification, and Cataloguing of resources
- Technical processing (To paste the Spine labels, Due date slips, Sticker, tapes, Stamping, etc.)
- Arrange books and periodicals on racks.
- Answer reference queries.
- Support in the acquisition of resources.
- Assisting in collection development, recommending titles for purchase.
- Performing on-line computer searches of the database.

Mode of selection: The selection for Apprenticeship Training will be done purely based on the **PERCENTAGE OF MARKS secured in the qualifying examination** as entered by the candidates in the Application Form & Interview.

GENERAL CONDITIONS:

1. The selected candidate (s) will be engaged purely on contract basis for a period of one year from the joining of the Institute.
2. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for the Interview. The Institute reserves the right to restrict the number of shortlisted candidates for further selection process to a reasonable number on the basis % of marks in the qualifying Exam.
3. The date for Interview will be communicated later to the shortlisted candidates **through email ONLY**. The candidates are advised to check their emails regularly.
4. The shortlisted candidates will be required to bring all original Certificates, Degrees and other documents pertaining to their educational qualification, professional qualification, , age etc. for verification purpose at the time of Interview along with **one set of photocopies of these documents**. Failure to do so may result in cancellation of their candidature.
5. Crucial date for determining the age limit shall be the closing date for the receipt of applications.
6. No TA/DA or any other incidental expenses will be reimbursed to attend the Interview.
7. The position of GRADUATE APPRENTICES (LIBRARY SCIENCE) is of purely contractual nature and thus candidate(s) will have no right to claim any regularization/absorption etc. in the institute library.
8. Candidates are advised to visit the website of NIPHTR (www.fwtrc.gov.in) regularly for any updates, It will be placed on the Institute website only.
9. No interim correspondence will be entertained.
10. Canvassing in any form will be a disqualification.
11. No accommodation is provided on the Campus.
12. Apprenticeship certificate will be issued only on successful completion of one year apprenticeship training at this institute.

How to Apply:

Interested and eligible candidates may submit their form online by clicking on the following Google-form link on or before **04/02/2020**.

<https://forms.gle/bvhf3a1UqaXKJLyc8>

No other mode of application will be entertained.

