



## **Walk in Interview for the Post of Library Intern**

Indian Institute of Petroleum and Energy (IIPE), Visakhapatnam, a domain-specific Institute at par with IITs and IIMs, is established by the Government of India under the aegis of the Ministry of Petroleum and Natural Gas (MoPNG) in the year 2016. The Institute Library is at its growing stage with vision to develop state-of-the-art library with latest facilities and services. The library requires young dynamic, tech-savvy, and committed recent pass out in **Masters of Library and Information Science (MLISc)** from recognized Indian Universities/Institutions to serve as Library Intern purely on a temporary basis for one year. Candidate with good communication and interpersonal skills and enthusiasm to learn new skills and deliver services using emerging tools and technologies will be preferred.

- |  |   |   |
|--|---|---|
| a) Name of the post:                               | - | Library Intern  |
| b) Number of positions:                            | - | 1 (One)   |
| c) Nature of Appointment:                          | - | Purely Temporary  |
| d) Duration of Internship:                         | - | One Year (Appointment may be extended based on performance & requirement) |
| e) Monthly Stipend:                                | - | ₹23000/- per month  |
| f) Document verification:                          | - | 02 August 2024, 09:00 – 10:00 AM  |
| g) <b>Date &amp; Time of Skill test/Interview:</b> | - | 02 August 2024 (Thursday) 10:00 AM onwards                                |

### **Note:**

- Candidates must be present at 09:00AM for document verification, after 10:00 AM no candidate will be allowed for document verification and interview.**
- The Institute reserves the rights to conduct Written Test/Skill Test to restrict the number of candidates to a reasonable limit for Interview.**

### **1. Essential Qualifications:**

- First Class in Master in Library and Information Science (MLISc) or equivalent from a recognized Universities/Institutions having good academic record.
- Graduation in any discipline with at least 55% marks.

### **2. Desirable:**

Working knowledge of Computer/Library Automation/Digital Library Software.

### **3. Nature of Internship:** The interns will:

- Have to work six days in a week and be ready to work in different shifts and weekends/holidays, on a rotation basis.

- b) Work on different functions & services of the library using emerging tools and technologies in the field of Library & Information Science, and related discipline.
- c) As per the requirement of the library and works assigned by the Librarian or concerned authority.

**4. Selection Procedure:**

- a) The Institute reserves the right to conduct Written Test, Trade Test, and Interview, wherever the circumstances warrant or may fix criteria to restrict the number of candidates for Interview to a reasonable limit on the basis of minimum qualification or higher than those prescribed herein.

**5. Age Limit:**

- a) Not exceeding 27 years as on **1<sup>st</sup> August 2024**.
- b) Relaxation for SC, ST and PH category candidates (up to Age Limit-32 years) and OBC category (up to Age Limit-30 years) will be applicable as per Government of India norms.

**6. Leave: 12 Casual Leaves during the term.**

**7. Venue of Skill Test & Interview:**

*Indian Institute of Petroleum & Energy,  
2<sup>nd</sup> Floor, Main Building, AU College of Engineering,  
Visakhapatnam – 530003*

**8. Tentative Date & Time of reporting for written test/trade test and personal interview:**

**02 August 2024 (Friday, 10:00 AM onwards)**

**9. Termination of Service:**

Services are liable to terminate with one month's notice in writing given by either side.

**General Instructions:**

- a) The candidates must be citizens of India.
- b) The applicant must have passed MLISc or equivalent examination either in the year 2023 or 2024. However, those expecting MLISc final mark sheet by the day of skill test/interview may also apply.
- c) Candidates who passed MLISc or equivalent examination before 2023 need not to apply.
- d) Application other than the prescribed form will not be entertained.
- e) No correspondence whatsoever will be entertained from the candidates regarding the conduct and result of the written test/interview and the reasons for not being called for the written test/interview.
- f) Selected Intern's performance will be evaluated quarterly.

- g) The Institute reserves the right to terminate the services of selected trainee at any time without assigning any reasons giving one-month notice.
- h) If candidate willing to leave the Institute for a reason, He/she need to inform the institute at least 30 days earlier.
- i) No accommodation facilities are admissible to Library Interns during the training programme.
- j) No TA/DA shall be admissible to the candidates for appearing in the selection process.
- k) All disputes will be final to the decision of IIPE Empowered committee and in Visakhapatnam jurisdiction only.
- l) In case of any dispute/ambiguity incurs in the selection process the decision of the Institute in all matters relating to eligibility acceptance /rejection of application, mode of selection will be final and no queries or correspondence will be entertained.
- m) Institute reserve the right to:
  - i. *fix, modify or revise the eligibility conditions, age, and selection criteria at any time, prior to selection.*
  - ii. *fill up the post, not to fill up the post or cancel the advertisement in whole or partly without assigning any reason.*
  - iii. *place a reasonable limit on the total number of candidates to be called for the written test/interview.*
  - iv. *to relax in any criteria in case of meritorious candidate.*

**IMPORTANT:**

- A. Candidates need not to send hard or soft copy of the application form to the Institute.
- B. Bring original certificates for verification.
- C. Self-attested two-set photocopy of certificates.
- D. Filled application form.

For any query/clarification candidates may contact:

Deputy Librarian  
+91 891 – 285 6050/51  
Email: [library@iipe.ac.in](mailto:library@iipe.ac.in)

Sd/-

Date: 23<sup>rd</sup> July 2024

Registrar  
IIPE, Visakhapatnam



భారతీయ పెట్రోలియం మరియు శక్తి సంస్థాన్  
भारतीय पेट्रोलियम और ऊर्जा संस्थान  
**INDIAN INSTITUTE OF PETROLEUM AND ENERGY**  
(An Institute of National Importance by an Act of Parliament)  
Visakhapatnam – 530003

Email: [library@iipe.ac.in](mailto:library@iipe.ac.in)

+91 891- 285 6050

**APPLICATION FOR LIBRARY INTERN**

**Before applying, read Advertisemnt carefully.**

Reference No.	:	Ref. No. IIPE/Lib/Intern/2024-25/ Date: 23.07.2024	Affix here recent passport size photograph
Applied for	:	Library Intern	
Document verification Date:	:	02 <sup>nd</sup> August 2024 (09:00AM-10:00AM)	
Date of Skill Test/ Interview	:	02 <sup>nd</sup> August 2024 (10:00AM onwards)	Signature

**PERSONAL INFORMATION**

1.	Name	:	
		:	
2.	Gender	:	
3.	Father's/Mother's/ Guardian Name	:	
4.	Date of Birth)	:	DD/MM/YYYY
5.	Age as on 02.08.2024	:	YY/MM/DD
6.	Email ID	:	
7.	Mobile Number	:	
8.	Category	:	GENERAL/ SC/ ST/ OBC/EWS/ PH
9.	Address for Corresopndence	:	
		:	
10.	Permanent Address	:	
		:	

**11. EDUCATIONAL QUALIFICATIONS:**

<i>Examination Passed</i>	<i>Board/ University/ Institute</i>	<i>Year of Passing</i>	<i>Grade/ Division</i>	<i>Percentage/ CGPA (If percentage not applicable)</i>	<i>Subject Studied</i>
10 <sup>th</sup>					
12 <sup>th</sup>					
Graduation					
BLISc.					
MLISc.					
Post Graduation					

**12. Other Qualifications:** \_\_\_\_\_  
 \_\_\_\_\_

**13. Contact Information of ONE Reference working in LIS field.**

<i>[Reference]</i>		
Name:	:	
Designation;	:	
Organisation:	:	
Address:	:	
Phone No.:	:	
Email:	:	

**14. Number of Enclosures:** \_\_\_\_\_

**Declaration**

I hereby declare that the particulars given above are true and correct. At any stage if any of the information furnished by me is found to be false or incorrect, suitable action may be taken against me. If selected, I agreed to abide by the rules and regulations of the Institute.

**Place:**

**Full Signature of the Candidate**