



Job Title: Trainee (Library)

No of vacancies: 1

Location: Institute of Rural Management Anand (IRMA), Anand - Gujarat

About IRMA:

The Institute of Rural Management Anand (IRMA) is a premier, national level Institute for Postgraduate, Doctoral and Mid-career/in-service education, research, and consulting in rural management. Founded in 1979, IRMA's mission is to promote all-around sustainable Rural Development through professional management.

IRMA is looking for a Library trainee purely on a temporary basis for its Ravi J. Matthai Library at IRMA Anand. This traineeship is for one year to train postgraduates to earn practical experience in library work.

Role Description:

This is a pre-professional position involving responsibility for learning library procedures, techniques, and skills under professional guidance. Trainees will be provided with an opportunity to work in different sections of the library and learn library management techniques. As the trainee progresses in professional ability and skills, he/she may be assigned increased professional responsibilities and some supervisory responsibilities over the work of non-professional employees for particular assignments.

Applications are invited from Post Graduates in Library & Information Science for this traineeship. The requirements for the traineeship are as follows:

Selection Criteria:

Should possess a first-class Masters Degree in Library and Information Science from a recognized University.

Good Communication Skills in English, Basic working knowledge of IT and IT-related applications used in libraries, KOHA will be an added advantage.

Selection of the candidates will be done through a written test and interview. The written test will be in English.

Age:

The maximum age limit is 26 years.

Nature of Appointment

This traineeship is for one year which includes three months' probation. Based on the performance during the probation period, the contract will be further extended for nine months (a total of one year). After the confirmation, a minimum of six months of service is mandatory.

Stipend:

A monthly stipend of Rs. 15,000/- shall be offered to the selected candidate.

To Apply:

Interested candidates may please apply online by May 3, 2024, 23:59 at <https://www.irma.ac.in/careers/careers.php>.

Please Note:

The IRMA Director reserves the right to relax the prescribed selection criteria in the advertisement in case a suitable applicant is found fruitful for the position.

The Institute reserves the right to change/apply appropriate shortlisting criteria in case of a large number of applications.

Only short-listed candidates will be called for the written test and interview, and no correspondence/interim enquiries/telephonic enquiries in the matter will be entertained.

No TA/DA will be provided for attending the selection test/interview.

IRMA is committed to equal opportunities and inclusion of all social groups, including people belonging to minority groups, Gender, Scheduled Castes, Scheduled Tribes, Other Backward Classes, and persons with disabilities.

Mere fulfilling the minimum qualifications and experience prescribed will not make applicants eligible to be called for an interview.