Government of India
Ministry of Culture
National Library of India

Young Professional Graduates from Library & Information Science as LIS Interns

The National Library, Kolkata initiated Internship Programme with seventeen (17) Professional Graduates from Library & Information Science from different Indian languages for one year during 2016-17 and first batch of 12 (twelve) Interns are relieved w.e.f. 31st July 2017 and the second batch of 5 (five) Interns will be relieved from 31st October 2017.

The 'Young Professional Graduates from Library & Information Science as LIS Interns' for the year 2017-18 will be taken up with the 25 (twenty five) professional graduates from Library & Information Science as LIS Interns.

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

- ***No. of Interns requirement : 25 (twenty five)***

Language knowing Library Professionals	***No. of Personnel required***	***Language knowing Library Professionals***	***No. of Personnel required***
Assamese	*1*	*Odia*	*2*
Bengali	*2*	*Punjabi*	*1*
Gujarati	*2*	*Tamil*	*2*
Hindi	*3*	*Telugu*	*2*
Kannada	*2*	*Urdu*	*1*
Malayalam	*2*	*English*	*3*
Marathi	*2*		
Total: 25 (twenty five)			

- ***Time Frame***
  - ✓ Time frame for LIS-Interns -- **One (1) Year** from the date of engagement by each Intern.
  - ✓ The LIS-Interns would be deployed for 40 hours per week on-task activity.
  - ✓ The Library does not engage the same **intern** more than once. The candidates, who have already completed their Internship programme at National Library, shall not be considered.

- ***No. of working days***
  - ✓ **Five Day Week** [*All days of the week except -- Saturday, Sundays and other public holidays followed at the National Library*].
  - ✓ *There would be rotation duties on Saturdays / Sundays as well as week days (8.00 am to 8.00 pm). Roster duty would be prepared by the competent authority. Accumulated leave need to be availed within month prior approval of competent authority.*

- ***No. of holidays***

  - ✓ **10 (ten)** Casual Leave in a One year.
  - ✓ Only 10 (ten) compensatory leave could be accumulated through performing services on Saturday, Sundays and other public holidays with the prior approval of the competent authority. Maximum five days compensatory leaves can be availed at a time with the approval of competent authority.

    Note: Only (1) one day in a month can be accumulated as the Compensatory Leave and the said leave needs to be availed within month prior approval of competent authority.

- ***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 includes the medical insurance policy of the candidate.

  Note: Candidate must obtain compulsory medical insurance policy during the period of LIS Internship.

- ***Target Set for the Intern***

  - ✓ The interns would work normally at the ***Internship Unit*** from **9.30 am** to **4.00 pm,** and from **4.00 pm** to **6.00 pm.** they would be given the duties at various divisions of the Library (eg. reading room, stack area, acquisition division, laboratory division etc.) on rotation basis.
  - ✓ **Target would start from second month** of the joining by each Intern as they need to learn the process through training at various divisions/sections of the National Library on the operational activities of the Library.
  - ✓ Target cannot be calculated as and when special task given to the Interns on such date or until completion of the task.

Sl. No.	*Language / Division*	Target for personnel		Initial requirement for one year	*Target set for individual for one year*
		Monthly target	No. of mths		
i.	Assamese	200	11	**1**	2200
ii.	Bengali	200	11	**2**	4400
iii.	Gujarati	200	11	**2**	4400
iv.	Hindi	200	11	**3**	6600
v.	Kannada	200	11	**2**	4400
vi.	Malayalam	200	11	**2**	4400
vii.	Marathi	200	11	**2**	4400
viii.	Odia	200	11	**2**	4400
ix.	Punjabi	200	11	**1**	2200
x.	Tamil	200	11	**2**	4400
xi.	Telugu	200	11	**2**	4400
xii.	Urdu	200	11	**1**	2200
xiii.	English	200	11	**3**	6600
Total				**25**	55000

- 75% of total working hours to be spend to reach the target set as above at Internship Unit.
- 25% of total working hours to be spend other different sections / divisions / units as assigned by coordinators.
- NL officers would draw the monthly working target in their divisions, areas and target must be given in advance.
- There may be urgent work could be assigned to them as per requirement by coordinators.

- ***Supervision***
  - Assistant Library & Information Officer (ALIO) of each concerned language section / division shall supervise the performance of the **LIS Intern** and guide the **LIS Intern** as per the techniques followed at National Library.
  - All Division LIOs / ALIOs would also supervise their allotted work i.e. 25% of allotted in all division work. Target should be set by division head.
  - They would also be trained with Open Source Software.
  - Language division LIO would also supervise them.
  - Monthly report should be signed and forwarded through concerned ALIOs.
  - Each Intern would maintain daily report card in diary and that should be verified and counter-signed by ALIOs.
  - Every month last Friday there should be meeting for progress of work of LIS Interns with all LIOs and ALIOs. This meeting should be for coordination activities of all Interns with all LIOs and ALIO which would enable problem solving.
  - Any shortfall of target must be duly signed by Interns and concerned ALIOs.
  - All ALIOs would prepare work chart one month advance and should be handed over to the Intern.
  - They need to submit diary / report card every month and also every four months complied report should be submitted both in hard copy and soft copy. Hard copy of the report should be signed by concerned division ALIOs. Finale one year compiled report should be signed all concerned LIOs / ALIOs. Finale report may be signed by DG, NL. Both hard and softcopy must be maintained by NL as well as Interns.
  - Monthly report must be signed by LIOs, handed over to the Convener(s) (Shri **S. Siva Prasad and Shri. Partha Sarathi Das**) to place before the DG for information. Any shortfall of target in the month must be brought to the notice of DG, NL by LIOs.
  - Convener(s) must send the payment for stipend of LIS Interns to concerned section on or before 25th of every month. From second month report cycle would be 25th of every month to 24th of next month. So Stipend must be paid within first week of every month.

- ***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, DB Act 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
- ✓ Activities for specific groups (children and young adult reading and storytelling activities; outreach to researchers and scholars; information assistance to individuals with a disability)
- ✓ Other special sectional/divisional works as and when required.
- ✓ Attending / organizing NL regular seminar/ workshop/ exhibition etc.
- ✓ Would work in every section of the National Library including office administration/ accounts for exposure.
- ✓ Visit to other Libraries/ MoC organizations

✓ **Selection Procedure**

Eligibility

- ✓ Applicant must have obtained 1st class Master Degree / MS in Library & Information Science or its equivalent on or after **January 1, 2014.**
- ✓ Concerned language must have been studied at intermediate (10+2) / graduation level as one subject.

Age limit

- ✓ Below 35 years from the date of advertisement

Open Advertisement

- ✓ The advertisement would be published in the Employment News / NL Website / LIS Forum / www.eprocure.gov.in etc.
- ✓ Request Letter may be sent drawing attention to the above advertisement to different LIS department of Indian Universities / Institutions for fresh and meritorious students.

Criteria for shorting listing and selection

- ✓ All applications would be scrutinized and short-listed basing on merit *[highest percentage at Master of Library & Information Science, BLISC, Graduation, 12th Standard and 10th Standard]* by a Screening / Selection Committee.
- ✓ 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 NL website.
- ✓ The short-listed candidates would be called for **Interview** on 1:10 basis *[top 10 candidates basing on percentage]*. Second Class *to and fro* Railway / *Bus (Govt.) fare* would be reimbursed from their place of residence or actual journey undertaken whichever is lower for attending **Interview**.

- ✓ They will be assigned the marks basing on merit [**Academic Qualifications**, **Professional Qualifications** and **Interview]**.
- ✓ **Top-Scorer** in each language would be selected as **LIS Interns** and a panel would be drawn accordingly.
- ✓ No TA/DA would be provided for written test / skill test, if called for, as well as joining as LIS Interns in NL.
- ✓ Every LIS Intern should submit Medical Certificate from Govt. Hospitals before joining.

➢ **Marks will be assigned as follows**:

Total marks assigned = 100 marks

(i) Academic Qualification = 25 marks

(ii) Professional Qualification = 40 marks

(iii) Interview = 35 marks

(i) ***Academic Qualification (25 marks)***

Standard	Marks 75% and above	Marks between 75% to 60%	Marks below 60%
10th class / Madhyamik	7 marks	5 marks	3 marks
Higher Secondary / Intermediate / 12th	8 marks	6 marks	4 marks
Graduation	10 marks	8 marks	6 marks

(ii) ***Professional Qualification (40 marks)***

Where Master's Degree in Library & Information Science is a 2 year programme

Professional Course	Marks 75% and above	Marks between 75% - 60%
M.L.I.Sc. / (Integrated) M.Sc. in LIS from DRTC/ISI	40 marks	30 marks

Where

Bachelor's Degree in Library & Information Science is a 1 year programme &

Master's Degree in Library & Information Science is a 1 year programme

Professional Course	Marks 75% and above	Marks between 75% - 60%
B.L.I.Sc.	20 marks	15 marks
M.L.I.Sc.	20 marks	15 marks

(iii) Interview (35 marks)

➢ ***Certificate and Grading***

After successful completion of **one year** "**LIS Internship in NL**", they would be given Completion Certificate with grading.

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)*
Grade-D	*Average (below 50 marks)*

***<u>Criteria for ascertaining Marks for Grading</u>*:**

1. **40 marks** basing on 'reaching on target set for this purpose'

100% target completion (10 records)	*40 marks*
90% + but below 100% target completion (9 records)	*35 marks*
80% + but below 90% target completion (8 records)	*30 marks*
Below 80% target completion (below 8 records)	*25 marks*

2. **20 marks** for achievement of **additional target**

80% additional on the target (10+8 = 18 records)	*20 marks*
70% additional on the target (10+7 = 17 records)	*15 marks*
50% additional on the target (10+5 = 15 records)	*10 marks*
40% additional on the target (10+4 = 14 records)	*9 marks*
30% additional on the target (10+3 = 13 records)	*8 marks*
20% additional on the target (10+2 = 12 records)	*7 marks*

OR

80% additional on the target	*20 marks*
(10 records + 24 catalogues card at RR/16 entries in acquisition reg.)	
70% additional on the target	*15 marks*
(10 records + 21 catalogues card at RR/14 entries in acquisition reg.)	
50% additional on the target	*10 marks*
(10 records + 15 catalogues card at RR/12 entries in acquisition reg.)	
40% additional on the target	*9 marks*
(10 records + 12 catalogues card at RR/8 entries in acquisition reg.)	
30% additional on the target	*8 marks*
(10 records + 9 catalogues card at RR/6 entries in acquisition reg.)	
20% additional on the target	*7 marks*
(10 records + 6 catalogues card at RR/4 entries in acquisition reg.)	

3. **20 marks** for other works given by the different divisions

   Marks will be accorded basing on the performance ***(LIOs and ALIOs would submit target one month before)***

4. **10 marks** basing other activities performed by Interns i.e. submission of papers / articles during course, group discussions, lectures and other professional activities in NL or any other organisations.

5 activities (out of 5, two must be articles / papers)	*10 marks*
4 activities (out of 4, two must be articles / papers)	*8 marks*
3 activities (out of 3, one must be article / paper)	*6 marks*
2 activities	*4 marks*
1 activity	*2 marks*

5. **10 marks** would be given on discipline, behavior, conduct and others
   This would be assigned by the Supervisor / In-charge of the concern division basing overall discipline, behavior, conduct and other means

6. *Every months marks would be calculated by LIS Interns and would submit to concerned ALIOs / LIOs. Convener(s) would compile every three months and would inform Interns for improvement/appreciation. Finale marks would be calculated at the end of the year. Marks must be complied ten days before the end of Internship programme i.e. 11.5 months, so that result could be complied on time and could be handed over to Intern on last day of their programme.*

NATIONAL LIBRARY, KOLKATA
APPLICATION FORMAT

Photograph
self attested

1. Name of the Candidate (in block letters) : ……

2. Aadhar Card No. : ……

3. Applied for : **LIS Intern** *in* …….. [Assamese, Bengali, Gujarati, Hindi, Kannada, Malayalam, Marathi, Odia, Punjabi, Tamil, Telugu, Urdu and General]

4. Father/Husband's Name : ……

5. Date of Birth : ……Age as on 1.9.2017……

6. Address for Communication : ……
……
……

Contact No. (compulsory) : ……
Email ID (compulsory) : ……
Permanent Address : ……
……
……

Contact No. : ……
Email ID (compulsory) : ……

6. Nationality : ……

7. Academic Qualifications :

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

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
……
……
……

10. Last date for submission of application: ……

11. References : 1. ……
……
……
2. ……
……
……

12. Any other information :
……
……
……
……

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