



Mahatma Gandhi State Institute of Public Administration, Punjab
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Notice For
Library Internship

Mahatma Gandhi State Institute of Public Administration (MGSIPA), Punjab is a premier Institute of the Government of Punjab and it undertakes research, consultancy, training and allied activities to improve management efficiency in various areas of public administration. MGSIPA in its Campus has a Library with collection of over 34000 books and subscription to ebooks, journals, e-journals etc. on subjects such as management, public administration and various subjects of social sciences, IT, Laws, Bare Acts/ Rules etc.

MGSIPA invites applications from interested aspirants who wish to pursue their career in the field of Library and Information Science for 'Library Internship' in the Library of MGSIPA. The details of this internship is as per the following:

Objective	<ul style="list-style-type: none">To provide exposure training in librarianship and to facilitate learning while working in the library.
No of internship available	<ul style="list-style-type: none">One (01).
Minimum educational Qualification	<ol style="list-style-type: none">Masters in Library & Information Science (M Lib & Inf Sc) on regular basis from a reputed university with First Class / Division.Punjabi Language exam pass at 10th Class level or its equivalent
Desirable Skills Set	<ul style="list-style-type: none">Basic Knowledge of Computer Applications (MS Office)Working Knowledge of Library Management Software (Koha, Libsys, etc.)

	<ul style="list-style-type: none"> • Knowledge of Library Procedures and Standards • Communication Skills in English and Punjabi (oral and written) • Courtesy in dealing with colleagues and library users
Age Limit	<ul style="list-style-type: none"> • Not exceeding 26 years as on the last date of application
Honorarium/ Stipend	<ul style="list-style-type: none"> • Rs 10,000/- per month (fixed) /Rupees Ten Thousand only per month (fixed).
Tenure of Internship	<ul style="list-style-type: none"> • Six months /One year from the date of joining ▪ The Internship is, initially, for a period of six months, further extendable for another period of six months (maximum period of one year) and the selected Library Intern will be imparted practical training to work with the latest tools / technologies in the library for providing information services to the users. ▪ The selected Library Intern shall have no claim on any regular position and shall not bestow any of the privileges and other benefits and facilities available to the regular employees of the Institute. ▪ The tenure of internship will not be extended beyond one year.
Work timing	<ul style="list-style-type: none"> • 9.00 am to 5.00 pm. • The selected Library Intern will work from Monday to Friday and be ready to work in shifts and weekends as required.
Roles and Responsibilities	<ul style="list-style-type: none"> • Assistance and guidance to library users • Attending to circulation processes of library resources • Technical processing of library resources – online and offline • Shelf management • Working with Library Database and Digital repository

	<ul style="list-style-type: none"> • Digitization and building digital collections • Assistance in organizing training programmes • Assistance in providing IT enabled library and information services
Certificate of Internship	<ul style="list-style-type: none"> • A Certificate of Internship will be given upon the successful completion of internship. <p>NOTE: No Certificate will be given if the tenure of internship is less than six months on whatever ground/ reasons.</p>
Terms and Conditions	<ul style="list-style-type: none"> • The Institute has the right to cancel the entire process of selection of Library Intern at any time without assigning any reason whatsoever. • The selection of Library Intern will be made through Personal Interview and if need be, through a Written test and Personal Interview as well. • No correspondence will be entertained with the applicants. Canvassing in any form will be a disqualification. • Library Internship is not a regular employment and is purely temporary practical learning assignment for a fixed tenure of six months to one year. • Applicants are advised to ensure that they have the requisite educational qualification and skill set as required for the Library Intern.
Selection Procedure	Screening of applications and to call shortlisted candidates for Personal Interview.
Application fee	No application fee is required.
Last date of applying	The interested candidates should email their detailed resume at careermgsipa@gmail.com latest by 28-06-2022 (Wednesday)
Contact person for any clarification	Dr. P. V. Rao, Fellow (KM)/ Course Director (COMMIT) on 98154-58120 (mobile) / Shri Balvir Chaudhary, Administrative Officer on 0172-2790120 (Office).

NOTE:

- i. MGSIPA reserves the right to select or reject the Library Intern or to cancel the process at any stage without giving any reason for the same.
- ii. It will be at the discretion of the Selection Committee to call all applicants or shortlisted applicants for Interaction/Interview.
- iii. The date and time for Interview, if any, will be intimated by the Office only through e-mail on the available email-id of the applicant.

Sd/-
Director, MGSIPA