

INDIAN INSTITUTE OF ADVANCED STUDY
Rashtrapati Nivas, Shimla - 171 005

ADVERTISEMENT NO. 11 /2013

Applications are invited in the prescribed format from bona-fide citizens of India for the below mentioned post purely on contract basis for International Centre for Human Development (IC4HD) under UNDP. The International Centre for Human Development (IC4HD) is established in project mode through a partnership between the Ministry of Human Resource Development, the Indian Institute of Advanced Study and UNDP. The Centre envisions itself as a “think and do” organization that promotes policy dialogue on human development in the Global South and works towards translating human development analysis into action.

Sr. No.	Name of the Post	No. of Posts	Consolidated Salary
1.	Library and Information Assistant	02	Rs.25,000/- per month

GENERAL TERMS AND CONDITIONS:

- (a) The candidates selected for the above post will be engaged purely on contract basis for one year period.
- (b) No TA/DA will be paid for attending the interview, if called.
- (c) The filled in application form (*please see page No.3 & 4*) complete in all respects along with attested educational and experience certificates should reach before **28 October 2013** to the Secretary, Indian Institute of Advanced Study, Rashtrapati Nivas, Shimla – 171 005 (Himachal Pradesh).
- (d) The envelope must be superscribed as ***“Application for the Post of Library and Information Assistant.***
- (e) Interested candidates may apply directly, STRICTLY IN THE PRESCRIBED FORMAT GIVEN BELOW. Application through e-mail will not be accepted.
- (f) The Institute reserves the right to modify/alter/restrict/cancel the recruitment process, if need so arises without issuing further notice or assigning any reason thereafter.

(g) The Institute reserves the right to short-list the candidates based on qualifications, experience and suitability.

QUALIFICATION & EXPERIENCE:

Name of the Post	Age	Qualification
<i>Library and Information Assistant</i>	Not exceeding 35 years	Essential: Master of Library and Information Science or its equivalent degree with 60% marks. Two years' working experience in any reputed library. Desirable: 1) PGDCA; 2) Knowledge of Library Automation Software (LIBSYS and KOHA); 3) Knowledge of Digital Resources.
Job Profile	1) Classification, cataloguing, circulation and acquisition of books and non-book material; 2) Access to e-resources, digitization and cataloguing of internet resources.	

INVALID APPLICATIONS:

Candidates are requested to read all instructions thoroughly before sending their applications. Otherwise, their applications are likely to be rejected on one or more of the following reasons:

- (i) Application received after the closing date of Employment Notice.
- (ii) Application without signatures (or) signatures done in capital letters (or) different type of signatures at different places of the application.
- (iii) Copies of attested requisite certificates not enclosed.
- (iv) Application without attested colour photograph.
- (v) Incomplete application.
- (vi) Application filled in a language other than Hindi/English.
- (vii) Application addressed to wrong address.

NOTE: **PLEASE SEE PAGE NO. 3 & 4 FOR APPLICATION FORM.**

**“APPLICATION FORM FOR THE POST OF LIBRARY AND INFORMATION
ASSISTANT UNDER IC4HD PROJECT”**

(To be filled in by the candidate)

<p align="center">Latest passport size photograph duly attested by Gazetted Officer</p>

1. Name of the Candidate :
(in Block letters)
2. Father's Name :
3. Permanent address :
4. Address for correspondence :
5. Contact Details (Tel/Mobile/e-mail) :
6. (i) Date of Birth (as entered in the
Matriculation or Equivalent
Examination certificate) : DD MM YY
- (ii) Age as on 31.10.2013 : Years Months Days
7. Sex (Male/Female) :
8. Marital Status :
9. Educational Qualification :

Exam Passed	Name of Board/University	Year of Passing	Total Marks	Marks obtained	%age

10. Experience, if any :

Sr. No.	Designation	Department	Nature of Work	Period From – to	
1.					
2.					
3.					
4.					
5.					

“DECLARATION BY THE CANDIDATE”

I solemnly declare that the particular(s)/information(s) given by me in column No.1 to 10 above are true and correct to the best of my knowledge and nothing has been concealed therefrom. I further undertake that in the event of any of the particular(s)/information(s) given above is/are found to be incorrect/false at any stage, my candidature/appointment if so made be treated as cancelled/terminated and I shall not claim anything on the basis thereof.

Date: _____

(Signature of the Candidate)

Place: _____
