

Date: September 12, 2014

ADVERTISEMENT FOR THE POST OF “LIBRARY TRAINEE” ON TEMPORARY BASIS

National Insurance Academy conducts training, research, publications and consultancy in Insurance and related areas. Academy is also building on an insurance education tradition begun in 2004.

The Academy invites applications for purely temporary post of “Library Trainee” on consolidated payment of Rs.10,000/- per month.

Name of the post: “Library Trainee” on temporary basis
No. of Posts: 02 (Two)
Duration: 84 days

For selection of Library trainees, following qualifications are required:

Educational Qualifications:

Essential: a. Bachelor’s Degree from recognized university.
b. Bachelor’s Degree in Library and Information Science.
c. Basic Computer Knowledge is essential.
Desirable: Masters Degree in Library and Information Science
Upper Age Limit: 26 years on 30 September 2014 (Relaxation up to 5 years for SC/ST; 3 years for OBC)

Job Description: The candidate will have to work in NIA Library in shifts (early morning/late evening) as per library requirement. Candidate may also need to work on Sundays/NIA holidays. Selected candidates will not be entitled for any other benefits from NIA.

Those interested may send their applications with complete bio-data including contact number, e-mail address (in hard copy only) indicating “Application for the post of Library Trainee on temporary basis” on the envelope addressed to:

The Director
National Insurance Academy
Balewadi, Baner Road, NIA PO
Pune 411 045

Last date for receiving applications is 08.10.2014