



OFFICE OF THE CHIEF LIBRARIAN: ASSAM AGRICULTURAL UNIVERSITY, JORHAT-13

Ref. no. AAU/RBMPL/F.38/2022-2023/634-35

Date: 03 -09-2022

The advertisement is for in-house circulation only to accommodate students of Assam Agricultural University, who are free from all other academic commitments pertaining to course requirement and research during the course of engagement

ADVERTISEMENT

Engagement of in-house student interns in the Office of the Chief Librarian, AAU, Jorhat for a period of 6 (six) months.

The Office of the Chief Librarian intends to engage 2 nos. of student interns in the library. Certificates will be issued on successful completion of internship. The applicants meeting the requirements are requested to apply as per the Pro forma given at Annexure 1.

A. No. of post: Two (Student Interns)

a. Eligibility:

1. **Educational Qualification:** Post-graduate who have completed their course programme.
 2. **Experience (desirable):** Hands on experience in computer applications.
- b. Selection Criteria:** The applicant will be selected through a personal interview by the Selection Committee.
- c. Working hours:** The student intern will have to work cumulatively for a period of maximum 40 hours per month including Sundays. She/he will be engaged at any time within the working hours of the library.
- d. Remuneration:** Rs. 100 per hour

B. Rules and Regulations

1. The student intern will have to maintain a job diary, the record of which will be evaluated every week by the concerned authority.
2. They shall perform their duty without hampering their regular studies as well as must strictly adhere to the rules and regulation of the library
3. She/he has to maintain decorum as library staff and perform their assigned duties to the satisfaction of the Chief Librarian

C. Leave: There is no provision of leave. They will be paid only for the duty hour performed.



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D. Working Days/Hours:

- 6 days a week (including Sundays) except on holidays.
- The appointee will have to work in different shifts (morning, day and evening shifts) as per allotted. Rotation of working shifts will be done and roster duty will be prepared accordingly.

E. Job Description:

The appointee will have to perform the task assigned to them strictly by the competent authority. The Job assigned may include:

- Maintaining and Arrangement of different sections such as Stack, Bound Volume, Reference, Journal , Thesis/Dissertation
- Processing of books
- Duties in the different section of the library
- Computer related task in the library
- Assisting the users in finding the required Library Resource etc.

***** The applicant must be medically fit without any health issue.**

How to apply: Students desirous of applying for the internship mentioned above may submit their application through proper channel (HOD/DPGS) as per the format provided at **Annexure I**, to the Chief Librarian, Assam Agricultural University, Jorhat-785013 within 21 days from date of publication of this advertisement. Applications received after the closing date or received incomplete in any respect are liable to be summarily rejected. AAU shall not be responsible for any delay on the part of postal department for delivery of application, even if posted before the last date. No representation against such rejection will be entertained.

Sd/
Chief Librarian
Rev.B.M.Pugh Library
AAU, Jorhat-13

Copy for information to:

1. Incharge, AKMIT Cell for uploading in the AAU site
2. Office file



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Annexure-1

CURRICULUM VITAE PROFORMA

1. Advertisement No. :
2. Post applied for : Student intern
3. Name (in Block Letters) :
4. Father's Name :
5. Permanent Address :
6. Address for correspondence :
7. Date of Birth :
8. Nationality :
9. Educational & Professional Qualifications (self attested documents to be enclosed):

Paste the
recent Passport
size
photograph

Name of the Institution /Board/University	Year of passing	Degree	Subjects Studied	Division/Percentage of marks obtained

No Objection Certificate from the HOD/DPGS to be enclosed

10. Information regarding current semester
 - a. Degree Programme
 - b. Semester no.
 - c. ID.

DECLARATION

I hereby, declare and certify that all the statements made in this application are true and correct to the best of my knowledge and belief. Further, I understand that this position is purely temporary on contract basis. If any of the particulars furnished by me are found to be incorrect or suppressed, my candidature is liable to be rejected at any stage during or after selection process.

Place:

Date:

Signature of the Candidate

Name:

Mob. No.:

Email ID.: