



INDIAN INSTITUTE OF TECHNOLOGY MADRAS, CHENNAI 600 036

Tel : (044) 2257 4951/4957/4962 Fax : (044) 2257 0509 Email : librarian@iitm.ac.in



ADVERTISEMENT NO:: IITM/R/3/2013 DATED 14.08.2013  
**APPLICATION FOR GRADUATE TRAINEE (LIBRARY) – (2013 – 2015)**

For office use

Registration No.

Paste Passport size  
 Photograph in this space

1.	Name (in Block letters)	:					
2.	Father's Name	:					
3.	Date of Birth and Age (Enclose copy of SSLC certificate)	:					
4.	Nationality	:					
5.	Address for Communication	:					
6.	Email Address / Telephone No.	:					
7.	Whether SC/ST/OBC please tick the appropriate box (enclose copy of certificate from competent authority).	:	<b>OC</b>	<b>OBC</b>	<b>SC</b>	<b>ST</b>	<b>PD</b>
8.	<b>Details of Demand Draft (NO APPLICATION FEE FOR SC / ST / PD CANDIDATES)</b>						
	<b>Demand Draft Number and Date</b>		<b>Bank</b>		<b>Amount</b>		
					<b>Rs.100/-</b>		

9. Academic Qualifications: enclose proof for the same.

Examination		Month & Year of Pass	Total Marks obtained	Overall Percentage	Class / Division
(a)	SSLC / Matric				
(b)	HSC (+2)				

Examination (Degree onwards)		University	Month & Year of Pass	Total Marks obtained	Overall Percentage	Class / Division
(a)						
(b)						
(c)						
(d)						
(e)						

10. Technical Qualifications: Details of computer course (DCA, PGDCA) if any.

Course Name	Duration	Month & Year of Pass	Class / Grade	Board / Institution

11. Experience, if any (enclose proof for the same) :

Sl.No.	Name of the Employer	Designation	Salary	From	To

### **DECLARATION**

I hereby declare that the particulars given in this form are true and correct. At any stage if any of the information furnished by me is found to be false or incorrect, suitable action may be taken against me. If selected, I promise to abide by the rules and regulations of the Institute.

PLACE :

DATE :

**SIGNATURE OF THE APPLICANT**

NOTE : **Enclose copies of Educational (SSLC onwards) / Mark Statements, Experience and Community Certificates, without which the application will be summarily rejected.**

# INDIAN INSTITUTE OF TECHNOLOGY MADRAS

Advertisement No. IITM/R/3/2013 Dated 14.08.2013

## INSTRUCTION TO THE CANDIDATES

**Number of Trainees:** 8 (Reservations will apply as per rules)

**Educational qualification:** PG degree in Library & Information Science (LIS) from any recognized University, with a minimum of 55% marks

**Eligibility Criteria:** Upper age limit is 28 years for UR, 31 years for OBC and 33 years for SC/ST candidates as on last date for receipt of completed application i.e.13.09.2013. Candidates belonging to OBC (non-creamy layer)/SC/ST submit relevant certificate issued by the competent authority in the prescribed format. Those do not submit the required certificate will be treated under General Category, subject to fulfillment of other conditions. Those who have appeared M.L.I.S examination and awaiting result can also apply.

**Desirable Qualifications:** Knowledge of data processing is desirable.

**Method of selection:** Short-listed candidates will be called for test-cum-interview. SC/ST outstation candidates who appear for test are eligible for second class railway fare or actual bus fare to and from Chennai by shortest route as per rules. The Institute reserves the right to select or not to select the candidates for training programme advertised and mere fulfillment of qualifications laid down does not entitle a candidate to be called for test. Canvassing in any form will be a disqualification.

**Stipend:** The selected candidates are eligible for a monthly stipend of Rs.8000/- p.m. (consolidated) for two years. No accommodation or any other facilities are admissible during the training programme.

**On-Job-training:** Training will be imparted on batch system between 0800 hrs and 2400 hrs. They should be prepared to do the physical work of shifting of books and maintenance of book stacks etc.

**Method of submission of application:** The candidate must submit the duly filled in application in the standard proforma (up loaded in [www.iitm.ac.in](http://www.iitm.ac.in) under the link "Notices-Training and Continuing Education Programme" along with a crossed demand draft to the value of **Rs.100/-** drawn in favour of "IIT Madras" (no fee for SC/ST/PD candidates) as application fee. The application fee will not be refunded under any circumstances. The last date for receipt of completed application is **13.09.2013**.

Completed application form along with photocopies of Educational Certificates from SSLC onwards, Community Certificate (in the case of SC/ST/OBC) and crossed demand draft to the value of Rs.100/- should be sent to the Librarian, Central Library, Indian Institute of Technology Madras, Chennai-600 036 indicating on top of the envelop "**Application for Two-year Graduate Training Programme**".

Applications should be sent by speed post. Hand delivery or delivery by courier/ordinary post should be avoided. Incomplete applications/applications not submitted in the prescribed form/applications received through email/applications received after the due date and those not accompanied by copies of certificates for proof of age, educational qualification and experience, if any will be summarily rejected.

**Registrar**