No. ADM/S-I(40)/Intern.24-25/ 3729.
Government of India
Ministry of Culture
National Library

Belvedere, Kolkata-27
Dated: **2 0 SEP 2024**

Sub.: Young Professional Graduates from Library & Information Science as LIS Interns

The Young Professional Graduates from Library & Information Science as "LIS Interns" in the National Library, Kolkata for the year 2024-25 will be taken up with 25 (Twenty Five) professional graduates from Library & Information Science as LIS Interns.

The complete details of the *"Young Professional Graduates from Library & Information Science as LIS Interns"* is as follows:

"No. of Interns requirement : 25 (Twenty Five)

Sl. No.	Language knowing Library Professionals	No. of Personnel required	Sl. No.	Language knowing Library Professionals	No. of Personnel required
01	Assamese	1	13	Manipuri	1
02	Bengali	1	14	Marathi	1
03	Bodo	1	15	Nepali	1
04	Dogri	1	16	Odia	1
05	English	1	17	Punjabi	1
06	Gujarati	1	18	Sanskrit	1
07	Hindi	2	19	Santali	1
08	Kannada	1	20	Sindhi	1
09	Kashmiri	1	21	Tamil	2
10	Konkani	1	22	Telugu	1
11	Maithili	1	23	Urdu	1
12	Malayalam	1			
	Total: 25 (Twenty five)				
	Total No. of LIS interns and their Language wise allocation may be change as and when required.				

❖ **Time frame**

- Time Frame for LIS-Interns 01 (One) Year from the date of engagement of each Intern.
- The LIS-Interns would be deployed for 40 hours per week on-task activity.
- The Library does not engage the same Intern more than once. *The candidates, who have already completed their Internship programme at National Library, shall not be considered.*

❖ **No. of working days**

- Five Day Week [All days of the week except -- Saturday, Sundays and other public holidays followed at the National Library].
- There would be rotation duties on Saturdays/Sundays as well as week days (8.00 am to 8.00 pm). Roster duty would be prepared by the competent authority. Accumulated leave need to be availed within month prior approval of the competent authority.

❖ **No. of Holidays**

- 10 (Ten) Casual Leaves can be availed in One year.
- Compensatory leaves could be accumulated through performing services on Saturday, Sundays and other public holidays with the prior approval of the Competent authority. Maximum five days compensatory leaves can be availed at a time with the approval of competent authority.

Note: A maximum of two days in a month can be accumulated as the Compensatory Leave which can be availed with prior approval of competent authority.

❖ **Financial Involvement (Remuneration)**

- The amount paid to the 'LIS Intern' is to be treated as 'Stipend'
- **Rs.25,000/- (Rupees Twenty Five Thousand) only** per months shall be paid to each Interns. The amount includes the medical insurance policy of the candidate.

Note: Candidate must obtain compulsory medical insurance policy during the period of LIS Internship from recognized insurance company.

❖ **Target Set for the Intern**

- The interns would work normally at the Divisions posted from 9.30 am to 6:00 pm, and they would be given the duties at various divisions of the Library (e.g. Reading Room, Stack area, Acquisition division, Laboratory division etc.) on rotation basis.

- **Target would start from the second month** of the joining by each Inter as they need to learn the process through training at various divisions/sections of the National Library on the operational activities of the Library.

- Target cannot be calculated as and when special task given to the Interns on such date or until completion of the task.

Sl. No.	Language/Division	Target for personnel		Initial requirement for one year	**Target set for individual for one year
		Monthly target	No. of Months		
1.	Assamese	300	11	1	3300
2.	Bengali	300	11	1	3300
3.	Bodo	300	11	1	3300
4.	Dogri	300	11	1	3300
5.	English	400	11	1	4400
6.	Gujarati	300	11	1	3300
7.	Hindi	300	11	2	6600
8.	Kannada	300	11	1	3300
9.	Kashmiri	300	11	1	3300
10.	Konkani	300	11	1	3300
11.	Maithili	300	11	1	3300
12.	Malayalam	300	11	1	3300
13.	Manipuri	300	11	1	3300
14.	Marathi	300	11	1	3300
15.	Nepali	300	11	1	3300
16.	Odia	300	11	1	3300
17.	Punjabi	300	11	1	3300
18.	Sanskrit	300	11	1	3300

19.	Santali	300	11	1	3300
20.	Sindhi	300	11	1	3300
21.	Tamil	300	11	2	6600
22.	Telugu	300	11	1	3300
23.	Urdu	300	11	1	3300
	Total			**25**	**83600**

Note: In case the interns are engaged in checking and supervision work done by the outsourcing agency engaged for the work of retrospective data storage and technical processing of unprocessed books, the corresponding target of the interns will be increased by 150% by the fixed target, as mentioned in the above table.

**(Criteria relating to set Targets for Interns, Supervision, Job descriptions, Certification and Grading may be changed on the basis of the recommendation of expert committee.)

- 75% of total working hours to be spend to reach the target set as above at Internship Unit.
- 25% of total working hours to be spend other different sections/divisions / units as assigned by the Coordinators.
- NL Officers would draw the monthly working target in their divisions, areas and target must be given in advance.
- There may be urgent work could be assigned to them as per requirement by the coordinators.

❖ **Supervision**

- Assistant Library & Information Officer (ALIO) of each concerned Language Section / Division shall supervise the performance of the LIS Intern and guide the LIS Intern as per the techniques followed at the National Library.

- All the Divisional LIO's / ALIO's would also supervise their allotted work i.e. 25% of allotted in all divisional work. Target should be set by the divisional head.

- They would also be trained with KOHA Open Source Software.

- Language Division LIO would also supervise them.

- Monthly report should be signed and forwarded through concerned ALIOs.

- Each Intern would maintain daily report card in diary and that should be verified and counter-signed by the concerned ALIOs.

- Every month last Friday there should be meeting for progress of work of LIS Interns with all LIOs and ALIOs. This meeting should be for coordination activities of all Interns with all LIOs and ALIOs which would enable problem solving under chairmanship of PLIO.

- Any shortfall of target must be duly signed by Interns and concerned ALIOs.

- All ALIOs would prepare work chart of one month advance and should be handed over to the Intern.

- They need to submit diary/report card every month and also every four months complied report should be submitted both in hard copy and soft copy. Hard copy of the report should be signed by concerned divisional ALIOs. Final one year compiled report should be signed by all concerned LIOs/ ALIOs. Final report may be signed by the PLIO, National Library. Both hard and softcopy must be maintained by National Library as well as the Interns.

- Monthly report must be signed by LIO, forwarded by PLIO, handed over to the In-charge Establishment section to place before the DG for information. Any shortfall of target in the month must be brought to the notice of the DG, National Library, by PLIO.

- Convener(s) must send the payment related papers for stipend of LIS Interns to concerned section on or before 30th of every month. The Stipend will be paid within 5th of every month.

❖ **Intern Job Descriptions:**

Typical areas of responsibility for Interns include:
- Entry in MARC 21 format Cataloguing of books/ serials/other materials.
- Classification/Circulation system/ Preservation of materials.
- Acquisition System, DB Act System, Sorting section etc.
- Stack area/Books/Newspaper receiving section etc.
- Organization of materials and data, including Indexing and abstracting.
- Reference services/ Reading Room/ E-resource centre/ bibliographic section.
- Open Source Software in KOHA installation and entry.
- Assisting in monitoring, checking and supervising under direction of ALIOs of the work performed by the trained manpower engaged by outsourcing agency for the purpose of retrospection data storage and technical processing of unprocessed books.
- Activities for specific groups (children and young adult reading and storytelling activities; outreach to researchers and scholars; information assistance to individuals with a disability).
- Other special sectional/divisional works as and when required.
- Attending/organizing NL regular seminar/ workshop/ exhibition etc.
- Would work in every section of the National Library including office administration/accounts for exposure.
- Visit to other Libraries/ MoC organizations.

❖ **Selection Procedure**

➢ **Eligibility**

- Applicant must have obtained Master Degree in Library and Information Science or its equivalent on or before the last date of application.
- Must have proper knowledge of concerned language. It is desirable to have that language in Intermediate level as one subject.

  Note: After final selection, if it is found that the Intern is not well competent in reading/writing the concerned language, a language board will be constituted and on the recommendation regarding termination of the internship of the specific Intern, the Library will terminate it with immediate effect.

➢ **Age limit**

- The age of candidate must be below 35 years on the last date of application.

➢ **Criteria for short listing and selection**

- All applications would be scrutinized and short-listed based on merit (highest percentage at Master of Library & Information Science, BLISC, Graduation, 12 Standard and 10 Standard] by a Screening/Selection Committee.

- Application should be submitted through Speed post/registry/courier along with all supporting documents.
- All candidates must provide e-mail and mobile number. All intimation would be given through e-mail only to the candidates. Regular updates of all information regarding recruitment of LIS Interns would be available in National Library website.
- The short-listed candidates would be called for Interview on 1:10 basis [top 10 candidates basing on percentage] or any other criteria decided by the Competent Authority.
- They will be assigned the marks basing on merit [Academic Qualifications, Professional Qualifications and Interview).
- Top-Scorer in each language would be selected as LIS Interns and a panel would be drawn accordingly.
- No TA/DA would be provided for joining as LIS Interns in National Library.
- Every LIS Intern should submit Medical Certificate from Govt. Hospitals before joining.

❖ **Marks will be assigned as follows:**

Total marks assigned   =   100
There will be 45% weightage on Academic & Professional Qualification and 55% weightage on Subjective, Practical and Interview.
Academic & Professional Qualification: 45

1. Academic Qualification   =   15 marks
2. Professional Qualification   =   30 marks

1. Academic Qualification (15 marks)

Standard	Marks 75% and above	Marks between 75% to 60%	Marks below 60%
Higher Secondary / Intermediate 12th	7 marks	5 marks	3 marks
Graduation	8 marks	7 marks	6 marks

2. Professional Qualification (30 marks)

Where Master's Degree in Library & Information Science is a 2 year programme

Professional Course	Marks 75% and above	Marks between 75% - 60%	Marks between 60%- 55%	Marks between 55%- 50%
M.L.I.Sc.	30 marks	25 marks	15 marks	10 marks

Where Bachelor's Degree in Library & Information Science is a 1 year programme &
Master's Degree in Library & Information Science is a 1 year programme

Professional Course	Marks 75% and above	Marks between 75% - 60%	Marks between 60%- 55%	Marks between 55%- 50%
B.L.I.Sc.	15 marks	12 marks	7 marks	4 marks
M.L.I.Sc.	15 marks	13 marks	8 marks	6 marks

Examination on LIS, Practical Exam and Interview: 100 (reduced to 55%)

3. MCQ	=	50 marks
4. Practical Exam	=	25 marks
4.1 Cataloguing (in English language)	=	10 marks
4.2 Cataloguing (in Indian language)	=	10 marks
4.3 Identification of MARC TAGS	=	05 marks
5. Interview	=	25 marks

❖ **Certificate and Grading**

After successful completion of one year "LIS Internship in National Library", they would be given Completion Certificate with grading.

Grade - A +   Outstanding (85 marks and above)
Grade- A   Excellent (marks between 75 and 84)
Grade- B   Very Good (marks between 60 and 74)
Grade- C   Good (marks between 50 and 59)
Grade- D   Average (below 50 marks)

(Md. Usman Ghani)
ALIO and Head of Office

NATIONAL LIBRARY, KOLKATA

FORM FOR SENDING THE APPLICATION

1. Name of the Candidate : ....
   (in block letters)   ....
2. Aadhar Card No.   : ....
3. Applied for   : LIS Intern in ....
   [Assamese, Bengali, Bodo, Dogri, English, Gujarati, Hindi, Maithili, Malayalam, Manipuri, Kannada, Nepali, Sanskrit, Santali, Marathi, Odia, Punjabi, Tamil, Telugu, Urdu, Sindhi, Kashmiri, Konkani]

4. Father/Husband's Name: ....
5. Date of Birth   : ....Age as on ....
6. Gender   : M................. F.................. Others.............
7. Contact No. (compulsory) : ....
8. E-mail address (compulsory) : ....

9. Address for Communication : ....
   ....
   ....
   ....

10. Permanent Address   : ....
    ....
    ....

11. Nationality   : ....

12. Academic Qualifications :

Sl. No.	Educational Qualification	Board/University	Year of Passing	Subjects	% age of marks obtained/ CGPA
1.	Matriculation				
2.	Intermediate/ Higher Secondary				
3.	Graduation				

13. Professional Qualifications

Sl. No.	Educational Qualification	Board/University	Year of Passing	Subjects	% age of marks obtained
1.	M.L.I.Sc.				
2.	B.L.I.Sc.				

14. Languages known   :   ....Read.......Write......Speak........

..............................Read.......Write......Speak........

..............................Read.......Write......Speak........

15. Examination Center Preference :   New Delhi/Bangalore/Mumbai/Kolkata

16. **DECLARATION**

I_____ hereby declare that the particulars furnished by me in this application form are true to the best of my knowledge and belief. In case any information is found to be incorrect, my candidature shall liable to be rejected.

Date: **(Signature)**