



# Institute of Physics

(An autonomous Research Institute of Dept. of Atomic Energy, Govt. of India)  
P:O: Sainik School, Bhubaneswar – 751 005

## RECRUITMENT FOR LIBRARY PROFESSIONAL TRAINEES

ADVT. No. IOP/Trainee/03/2023 [Last date of application: 20<sup>th</sup> November 2023]

Applications are invited from interested and eligible candidates for 2 (Two) **Library Professional Trainees** for a period of two years purely on a temporary basis. Interested candidates are requested to **check the eligibility criteria** before submitting their applications in the **prescribed format** only.

Post	No.	Qualification and Experience	Age	Remuneration
Library Professional Trainee	02 (two)	Essential: First Class in Masters in Library and Information Science from a recognized Institute/University having a good academic record. Desirable: Candidates with relevant Computer Knowledge and experience will be preferred.	28 years as of the last date of application	Consolidated stipend of Rs. 15,000/- per month with no additional perks.

Candidates should send their CV in the prescribed format by email to [traineadvt@iopb.res.in](mailto:traineadvt@iopb.res.in) and submit the duly filled in complete application form with self-attested copies of all requisite documents by post to the **Librarian, Institute of Physics Bhubaneswar, PO: Sainik School, Bhubaneswar-751005, Odisha** on or before **20.11.2023**. For further details and application format, please visit the website at [www.iopb.res.in](http://www.iopb.res.in).

**REGISTRAR**

## **GENERAL TERMS AND CONDITIONS:**

1. **AGE LIMIT:** Twenty-eight years as on the last date of application.

**NOTE:** Only the Date of Birth indicated in the School Leaving Certificate or equivalent Certificate will be accepted.

3. **SELECTION PROCEDURE:**
  - (i) Selection will be made through shortlisting/ written test followed by viva voce. The Institute reserves the right to conduct written tests wherever the circumstances so warrant or may fix criteria to restrict the number of candidates for Interview to a reasonable limit on the basis of qualification, experience, and exposure to ICT/IT or higher than those prescribed in the advertisement.
  - (ii) No TA/DA will be paid for appearing in the selection process.
  - (iii) Candidates may ensure that they fill in the correct information. Candidates who furnish false information will be disqualified for test/interview.

4. **COPIES OF CERTIFICATES TO BE SUBMITTED ALONG WITH APPLICATION:**

Candidates should submit along with their applications, the self-attested single copy of the certificates in support of:

  - (a) Educational qualification, experience (as applicable), and professional/ technical qualifications (supported by appropriate mark sheets indicating the subjects offered at the examinations)
  - (b) Proof of Date of Birth/Age
  - (c) SC/ST/PH candidates should submit the relevant certificate issued by the authorized authority only.

### **Nature of duty:**

**Nature of Traineeship:** Selected trainees will get an opportunity to work in various sections of the IOP Library as well as on emerging tools and technologies in the Library and Information field. They will be working in different shifts and on weekends/ holidays (*as applicable*) on a rotation basis and other day-to-day assignments as and when required.

**Duration:** The traineeship is for a period of 2 years purely on a temporary basis subject to satisfactory performance in half-yearly basis.

### **HOW TO APPLY**

1. Duly filled-in application in the **Prescribed Format** (soft copy) should be sent by email to **traineeadvvt@iopb.res.in** on or before the last date of application.
2. NO OTHER FORMAT OF AN APPLICATION SHALL BE ACCEPTED.
3. Duly filled in and signed application with complete details as per the check-list should be sent to **Librarian, Institute of Physics, P.O. Sainik School, Bhubaneswar – 751 005**, superscribing the post applied for to reach on or before the stipulated last date of application.
4. **Photograph:** A recent passport size photograph should be affixed on the right-hand top corner of the application.

5. **Copies of Certificates:** Candidates should send the self-attested copies of certificates, mark sheets, experiences (if any) along with the application form.
6. Persons working under the Central / State Government, PSUs, Autonomous bodies should apply through proper channel.

**CAUTIONARY:**

1. Applications that are not in conformity with the requirements will be rejected.
2. The 'APPLICATION' which is not in the prescribed form or is not accompanied by the self-attested copies of Certificates, the photograph will be rejected.
3. Mere fulfilling of requirements as laid down in the advertisement does not qualify a candidate for test/interview.
4. No correspondence will be entertained with candidates not selected for test/interview/appointment.
5. The selected trainees will have to abide by the Institute's terms and conditions through an agreement. **The services rendered by the trainee(s) will not make him/ her entitled to claim regular service or employment in the Institute at any time.**

CANVASSING IN ANY FORM SHALL BE A DISQUALIFICATION.  
INSTITUTE PROMOTES GENDER EQUILIBRIUM AND  
WOMEN CANDIDATES ARE ENCOURAGED TO APPLY.

FOR DETAILS OF ADVERTISEMENT, PLEASE VISIT OUR WEBSITE: [www.iopb.res.in](http://www.iopb.res.in)



Name & Address of Employer	Designation of the Post held	Period of Employment (From.. To...)	Pay Details	Nature of Employment

(Particulars of all previous and present employment are to be furnished with documentary proof)

13. Educational Qualification: (Beginning with SSC onwards)

Sl	Exam passed	Board / Univ.	Discipline	Year of Passing	Division / Grade	%age of marks obtained

14. Whether any relations working in DAE or its constituent units or autonomous bodies, if so the particulars thereof.

Sl No	Name	Relationship	Unit	Post held

15. Are you under any contractual obligation to serve any Central / State Govt./ PSU/Autonomous Body? If yes give details.

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16. Name and Address of not less than two persons to whom a reference can be made, if required.

1.	2.
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17. Have you qualified UGC-NET/JRF? If yes, please provide the details:

18. Please provide the publication details (if any)(additional sheet may be used):

19. Any other information you intend to add:

**DECLARATION**

I hereby declare that the above information are factually correct to the best of my knowledge and belief and I also understand that I shall be disqualified if any of the information furnished by me is found to be incorrect or false.

Place:

Signature of the applicant

Date:

Name:

## Check List to be furnished along with the application

(Put X in box applicable)

Sl No.	Description	
1	Copy of application completed attached	
2	Photograph affixed on the applications	
3	Application signed	
4	An Attested copy of necessary certificates is attached	
a.	Proof of Date of Birth	
b.	Caste Certificate	
c.	Educational & Professional qualifications (Mark list/ Board/ Degree Certificate from SSC onwards)	
d.	Experience Certificate	
e.	Domicile Certificate if domiciled in Kashmir Division of the State of Jammu & Kashmir, if applicable.	
f.	Relevant document if a family member of those who died in 1984 riots, if applicable	
g.	Discharge certificate from Defence Service (if applicable)	
h.	Check list attached	

Place:

Signature of the applicant

Date:

Name: