



భారతీయ పెట్రోలియం మరియు శక్తి సంస్థాన్

भारतीय पेट्रोलियम और ऊर्जा संस्थान

INDIAN INSTITUTE OF PETROLEUM AND ENERGY

(An Institute of National Importance by an Act of Parliament)

2nd Floor, Main Building, AU College of Engineering, Visakhapatnam – 530003

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Ref. No. IPE/Lib/Intern/2023-24/

Date: 06 /04 /2023

## **Advertisement for the post of Library Professional Trainee**

Indian Institute of Petroleum and Energy (IPE), Visakhapatnam, a domain-specific Institute at par with IITs and IIMs, is established by the Government of India under the aegis of the Ministry of Petroleum and Natural Gas (MoPNG) in the year 2016. The Institute Library is at its growing stage with vision to develop state-of-the-art library with latest facilities and services. The library requires young dynamic, tech-savvy, and committed recent pass out in ***Masters of Library and Information Science*** from recognized Indian Universities/Institutions to serve as Library Professional Trainee purely on a temporary basis for one year. Candidate with good communication and interpersonal skills and enthusiasm to learn new skills and deliver services using emerging tools and technologies will be preferred.

1. **Name of the post:** - Library Professional Trainee
2. **Number of position:** - 1 (One)
3. **Nature of Appointment:** - Purely Temporary
4. **Duration of contract:** - One Year (Appointment may be extended based on performance & requirement)
5. **Consolidated Pay:** - ₹20000/- per month
6. **Essential Qualifications:**
  - i. First Class in Master in Library and Information Science (MLISc) or equivalent from a recognized Universities/Institutions having good academic record.
  - ii. Graduation in any discipline with at least 55% marks.
  - iii. The applicant must have passed MLISc or equivalent examination either in the year 2021 or 2022. However, those expecting MLISc final mark sheet by the day of Written Test may also apply.
  - iv. Candidates who passed MLISc or equivalent examination before 2021 need not to apply.
7. **Desirable:**

Working knowledge of Computer/Knowledge of Library Automation Software.
8. **Work Profile:** The Library Professional Trainee will:
  - i. Have to work six days in a week and be ready to work in different shifts and weekends/holidays, on a rotation basis.

- ii. Work on different functions & services of the library using emerging tools and technologies in the field of Library & Information Science, and related discipline.
- iii. As per the requirement of the library and works assigned by the Librarian or concerned authority.

**9. Selection Procedure:**

- i. Written Test, Trade Test & Personal Interview.
- ii. The Institute reserves the right to conduct Written Test, Trade Test, and Interview, wherever the circumstances warrant or may fix criteria to restrict the number of candidates for Interview to a reasonable limit on the basis of minimum qualification or higher than those prescribed herein.

**10. Age Limit:**

Not exceeding 27 years as on **24 April 2023 (last date of application)**. Relaxation for SC, ST and PH category candidates (up to Age Limit-32 years) and OBC category (up to Age Limit-30 years) will be applicable as per Government of India norms.

**11. Leave:**

As per the Institute's norms.

**12. Venue of Written Test/Trade Test & Interview:**

*Indian Institute of Petroleum & Energy,  
2<sup>nd</sup> Floor, Main Building,  
AU College of Engineering,  
Visakhapatnam – 530003*

**13. Tentative Date & Time of reporting for written test/trade test and personal interview:**

*27<sup>th</sup> April 2023, 9:00 AM*

**General Instructions:**

- i. The candidates must be citizens of India.
- ii. Interested candidates who fulfil the above mentioned requirements must **APPLY ONLINE**. Application is available at <https://iipe.ac.in/> .
- iii. **Candidates are advised to fill the Google form and upload filled scanned application form (as single file) and self-attested relevant documents (as single file) using Google form <https://forms.gle/StRNTgqVdQJYYjv16> . Please note that a candidate can submit only one response and cannot be modified after the final submission.**
- iv. **Filled application form along with required documents can be sent to [library@iipe.ac.in](mailto:library@iipe.ac.in) on or before 24.04.2023, by 05:00 P.M. [through email only]**
- v. Application received after stipulated date and time will not be considered.
- vi. **Candidates are advised to bring filled application form along with educational qualifications and other documents uploaded in Google form at the time of test.**
- vii. Applications will be accepted till **24<sup>th</sup> April 2023, up to 05:00 P.M.**

- viii. The candidates have to produce original documents at the time of interview/joining.
- ix. Incomplete applications/without relevant supporting enclosures/attachments will be out rightly rejected.
- x. Application other than the prescribed form will not be entertained.
- xi. Candidates who have appeared for their final year/semester MLISc examination and are expecting the results before the exam/interview date may also apply but must produce the final marks sheet of MLISc at the time of the interview, in proof of having passed the examination with **First Division**.
- xii. No correspondence whatsoever will be entertained from the candidates regarding the conduct and result of the written test/interview and the reasons for not being called for the written test/interview.
- xiii. Selected Trainee's performance will be evaluated quarterly.
- xiv. The Institute reserves the right to terminate the services of selected trainee at any time without assigning any reasons giving one-month notice.
- xv. If candidate willing to leave the Institute for a reason, He/she need to inform the institute at least 30 days earlier.
- xvi. No accommodation facilities are admissible to Library Trainees during the training programme.
- xvii. No TA/DA shall be admissible to the candidates for appearing in the selection process.
- xviii. All disputes will be final to the decision of IPE Empowered committee and in Visakhapatnam jurisdiction only.
- xix. In case of any dispute/ambiguity incurs in the selection process the decision of the Institute in all matters relating to eligibility acceptance /rejection of application, mode of selection will be final and no queries or correspondence will be entertained.
- xx. Institute reserve the right to:
  - a. *fix, modify or revise the eligibility conditions, age, and selection criteria as per its requirements, at any time.*
  - b. *fill up the post, not to fill up the post or cancel the advertisement in whole or partly without assigning any reason.*
  - c. *place a reasonable limit on the total number of candidates to be called for the written test/interview.*
  - d. *to relax in any criteria in case of meritorious candidate.*

**IMPORTANT:** Interested candidates who meet the above mentioned criteria may send their application form through **ONLINE [Refer point iii, iv & vi of General Instructions]** by **24<sup>th</sup> April 2023**. The written test will be in English. Candidates are requested to bring certificates in original & one set of photocopy, in support of date of birth, qualifications, category, etc.

For any query/clarification candidates may contact:

Deputy Librarian  
+91 891 – 285 6050/51  
Email: [library@ipe.ac.in](mailto:library@ipe.ac.in)

Sd/-

Date:6<sup>th</sup> April 2023

Registrar  
IPE, Visakhapatnam