

**GOVERNMENT OF INDIA  
MINISTRY OF CULTURE  
NATIONAL LIBRARY, KOLKATA**

**CIRCULAR**

*Sub: "National Library Internship Programme" for the year 2016-17 – Regarding*

*Category : National Library Intern in ..... language division [Gujarati / Kannada / Malayalam / Marathi / Tamil / Telugu / Urdu]*

*Nature of engagement : Internship. The selected candidate will not have any right to seek regularization in any post at National Library.*

*Duration : (1) One Year*

*No. of Interns Required 13 personnel (as per the table given below) in the following language divisions*

<i>Language knowing Library Professionals</i>	<i>No. of Personnel required</i>
<i>Gujarati</i>	<i>2</i>
<i>Kannada</i>	<i>2</i>
<i>Malayalam</i>	<i>2</i>
<i>Marathi</i>	<i>2</i>
<i>Tamil</i>	<i>3</i>
<i>Telugu</i>	<i>1</i>
<i>Urdu</i>	<i>1</i>
<b><i>Total</i></b>	<b><i>13</i></b>

*Place : National Library, Kolkata*

*Stipend per month : Rs.18,000/- (Rupees eighteen thousand only) consolidated pay per head. No extra payment on account of D.A., H.R.A., Transport Allowance, Medical benefits. Lodging & Boarding should be arranged by the selected personnel at his/her own cost.*

*Age limit : 28 years as 30.9.2016*

*Eligibility : 1. Applicant must have obtained 1<sup>st</sup> class in Master Degree / MS in Library & Information Science or its equivalent on or after 1.1.2015.  
2. Concerned language studied at intermediate (10+2) / graduation level as one subject  
3. Application must be forwarded through the Head, Department of Library & Information Science from their degree awarding universities/institutions.*

*Mode of Application : Interested candidates can send their filled-in application form to the Director General, National Library, 1, Belvedere Estate, Alipore, Kolkata-700 027.*

*One candidate can apply for one language (subject) only. Candidates applying for more than one language (subject) will not be considered and both their applications will be rejected.*

*Application must be forwarded through the Head, Department of Library & Information Science from their degree awarded universities/institutions as per the format given below. Application without the recommendations of the Head, Department of Library & Information Science will be summarily rejected.*

- Intern Trainee responsibilities* : *The candidate's major responsibilities:*
- \* *Cataloging of books, serials, and other materials;*
  - \* *Classification;*
  - \* *Entry in MARC 21 format;*
  - \* *Preparation of barcode labels and other miscellaneous works;*
  - \* *Other special sectional / divisional works as and when required.*
- Selection procedure* : *Examination. Examination pattern is attached in separate page*
- All applications will be scrutinized and short-listed basing on merit by a Selection Committee.*
- Minimum of 10 (ten) candidates will be called for examination against one (1) particular language (subject) basing on receipt of the application. If number of applications received is less than 10 (ten), call letter will be sent to all the candidates received for the particular language.*
- Examination will be conducted at Chennai, Kolkata, Mumbai and New Delhi.*
- Final selection will be based on the marks obtained in the Examination.***
- Examination Date* : *25.09.2016*
- Examination Centre at* : *Chennai, Kolkata, Mumbai and New Delhi (Candidates can select any one of the Centres as per their convenience)*
- Last date for submission of application* : ***5.9.2016***
- Application to be forwarded to* : *Director General, National Library  
1, Belvedere Estate, Alipore  
Kolkata-700 027  
Email: [nldirector@rediffmail.com](mailto:nldirector@rediffmail.com)*

*Note: Applications without supporting documents/Incomplete/not fulfilling the prescribed eligibility criteria in any respect or those received late will be rejected. The selected candidates will be informed through e-mail as well as by post on the address given by them in the application format. No interim quires in this connection will be entertained.*

**DIRECTOR GENERAL  
NATIONAL LIBRARY**

**NATIONAL LIBRARY, KOLKATA  
APPLICATION FORMAT  
NATIONAL LIBRARY INTERNSHIP PROGRAMME**

Recent passport size  
photograph

1. Name of the Candidate : .....  
(in block letters)
2. Applied for : **National Library Intern** in ..... *Language Divisions [Gujarati / Kannada / Malayalam / Marathi / Tamil / Telugu / Urdu]*
3. Father/Husband's Name : .....
4. Date of Birth : .....
5. Address for Communication : .....  
.....  
.....
- Contact No. : .....
- Email ID (compulsory) : .....
- Permanent Address : .....  
.....  
.....
- Contact No. : .....
- Email ID (compulsory) : .....
6. Nationality : .....
7. Educational Qualification : .....  
(from matriculation onwards)

Sl. No.	Educational Qualification	Board / University	Year of Passing	Subjects	%age of Marks / Division obtained

8. Work experience, if any:

Sl. No.	Name of the Organization	Post held	Period		Job responsibilities
			From	To	

9. Languages known : Read / Write / Speak  
 .....  
 .....
10. Examination Date : **25.09.2016 (Sunday, 25<sup>th</sup> September 2016)**
11. Examination Centre at : Select One of the Centre at : .....  
**[ Chennai / Kolkata / Mumbai / New Delhi ]**
12. Last date for submission of application: **5.9.2016**
13. Recommended by : .....  
 (HoD of Dept of LIS) .....
14. Any other information :  
 .....  
 .....

**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.*

**Signature of the Candidate**

**RECOMMENDATION LETTER**

*As the Head of Department (HOD) of Library & Information Science, ..... University, ..... (Place) ..... (State), it gives me great pleasure to recommend Mr./Ms./..... for pursuing National Library Internship Programme in National Library, Kolkata. She/He is one of the most promising students I have come across.*

*I have known him/her since \_\_\_\_\_ and studied during ..... (period). She/He has learnt with ease and thereby emerges as a successful student. She/He has consistently performed well.*

*During my interaction with him/her, I found him/her to be attentive, intelligent and enthusiastic learner.*

***Head of the Department with Seal and Signature***

**GOVERNMENT OF INDIA  
NATIONAL LIBRARY OF INDIA  
BELVEDERE, KOLKATA**

**WRITTEN TEST FOR SELECTION OF INTERNS**

**1 STRUCTURE OF THE QUESTION PAPER**

**Time: 120 minutes (2 hours)**

**Total Marks: 150**

➤ **Group A: Library & Information Science**

100 MCQ (1 mark each)

- **100 marks**

➤ **Group B: General Awareness**

25 MCQ on General Knowledge and Current Affairs

- **25 marks**

(1 marks each)

➤ **Group C: General English**

- **25 marks**

*Part I: Cataloguing (10 marks)*

2(two) problems (5 marks each)

This will have two problems of weight age of 5 marks each (Photocopies of original title pages and back of the title pages of two books in **Gujarati, Kannada, Malayalam, Marathi, Tamil, Telugu and Urdu** will be supplied, from which, the candidates will have to fill up the following fields in the language, for which they have applied for: Author/Editor, Title, Year of Publication, Name of Publisher and Place of Publication)

*Part-II: Translation (10 marks)*

A paragraph in English will be given for translation in the language applied for. In case of candidates who have applied for general vacancy, translation in any language of their preference will be allowed.

*Part-III: Paragraph Writing (5 marks)*

A topic will be provided for writing 5 complete and meaningful sentences in English

**OTHER GUIDELINES**

➤ **There will no negative marking**

➤ **There will be qualifying marks for each of the Group A, B and C.**

➤ **Each candidate will have to score at least 40 in Group A; 10 in each Group B and Group C (i.e., 40 % of the total marks allotted to each group).**

➤ **The candidates securing qualifying marks will be shortlisted and cut off marks will be decided by the Authority for final selection.**

➤ **In case of a tie, the age of the candidate will be used as criteria for selection or any other criteria as per extant Central Government rules.**

➤ **The final panel along with waiting list for Interns will be valid for one year from the date of commencement of the Internship.**