



CITY COLLEGE

Affiliated to the University of Calcutta
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GST No. : 19CALC00619D1DE

Ref No : Lib / Trainee / 780

Date : 19.07.2023

Advertisement Notice for engagement of Library Trainee for City College Central Library

Online applications are hereby invited from eligible candidates for engagement of **Library Trainee** for a period of six months on purely temporary basis at City College, Kolkata-9

Sl.	Name of the Post	Number	Department	Other Details
01	Library Trainee	02 (two)	Central Library & Seminar Library	Essential Qualification: <ol style="list-style-type: none">1. Graduation from a recognized university2. BLISc. from recognized university (60% and above)3. Hand on experience on “Koha Library Management Software” not less than six months. Desirable Qualification: <ol style="list-style-type: none">1. Training on Koha from recognized organization for not less than 2 weeks
				Mode of Work : <ol style="list-style-type: none">1. All types of library activities both manual and automatic2. Accessioning, Classification, Cataloguing on Koha, Patron creation, Barcode generation, Automatic Circulation
				Payment: Rs. 5000/- (Rupees Five Thousand) Per Month (consolidated)
				Period: 6 (six) months from the date of joining

PLEASE READ CAREFULLY BEFORE APPLY

- Upper age limit 40 years and below
- All the degrees/diplomas/certificates must have been obtained from Universities/Institutions, duly recognized by competent authority.
- Candidates should have obtained the essential and desirable (if any) qualifications before the date of publication of this advertisement notice.
- All requisite certificates regarding educational qualifications, proof of age, other relevant experience certificates and other requisite documents must be furnished as and when required by the college.
- Please contact 9123681828 / 8697609670 for any kind of change of information or editing in submitted online form within 3 (three) days after submission.
- No request of any change would be entertained after the above-mentioned period. The College may restrict the number of candidates to be called for interview to a reasonable limit on the basis of higher qualifications/ experience on specific area of library automation.
- Date of Interview will be informed later by email.

For Application Form:

https://docs.google.com/forms/d/e/1FAIpQLSdBgvHdIHcdKWuF5wQvvPZHKA Egm5AulaW7aFqObKi9-HuzQA/viewform?usp=sf_link

Last date & time of online application: 25.07.23 - 11:59 P.M.



Sital Prasad Chatterjee
Principal
City College, Kolkata-9