

Date: 1st December 2017

ENGAGEMENT OF LIBRARY ASSISTANT THROUGH OUTSOURCED AGENCY

MDI Murshidabad invites applications from dedicated and committed persons for the following positions to be engaged through outsourced agency:

Library Assistant – 2 Positions

Terms & conditions:

Eligibility criterion: Candidates must possess Bachelors degree in Library & Information Science.

Desirable: Preference will be given to candidates having experience in operation of Koha Library Software.

Remuneration: Gross monthly remuneration of Rs. 11,000 will be paid to the selected candidate. Coverage will be given under PF & ESI benefits.

Mode of selection: Selection will be done through personal interview.

Application procedure: Candidates who fulfill the above criteria shall submit their applications on plain paper with full bio-data indicating the following fields:

- (i) Full name:
- (ii) Father's name:
- (iii) Permanent address:
- (iv) Correspondence address:
- (v) Date of Birth:
- (vi) Nationality
- (vii) Mobile No.:
- (viii) E-Mail ID:
- (ix) Educational qualifications (Class X onward)
- (x) Experience details
- (xi) Trainings obtained:
- (xii) Computer proficiency / Knowledge of Koha Library Software:
- (xiii) Any other relevant information:

A self-attested recent coloured passport size photograph shall be affixed on the bio-data and the applicant must put his/her signature on all pages of the application.

Application with full bio-data and self-attested photocopies of all relevant certificates shall be sent by post/courier so as to reach to the following address latest by **20/12/2017**:

The Registrar, Management Development Institute Murshidabad, Kulori, Uttar Ramna, P.S. Raghunathganj, District Murshidabad, WB-742235.

Applications may also be delivered by hand at the above address.

Incomplete applications/ applications without the necessary documents or applications received after the last date will not be considered.