



INDIAN SCHOOL OF MINES, DHANBAD

(Under direct Administrative Control of MHRD, GOI)

No. 411002/2016-Estt

11th April 2016

Indian School of Mines established in 1926 offers B.Tech., M.Sc. Tech., M.Sc., Integrated M.Tech., Dual Degree (B.Tech. & M. Tech./MBA), M.B.A., M.Tech., and Ph. D. programmes in Engineering and Basic/ Earth/Social/Applied Sciences, Humanities and Management disciplines.

ISM invites applications from Indian nationals for the following positions:

1. Librarian (1 post, Unreserved) - On Contract / Regular basis

i) **Pay Scale:** Rs. 37,400-67,000/- (PB-4) + Academic Grade Pay Rs. 10,000/- and allowances as admissible.

ii) **Essential Qualification:**

Master's degree in Library Science/Information Science/Documentation with 55% marks or equivalent grade of B in the UGC seven point scale, and a consistently good academic record.

iii) **Desirable Qualification:**

a) M. Phil/Ph. D in Library Science/ Information Science/ Documentation/ Archives/ Manuscript-keeping.

b) Experience in computer aided management of the Library system

iv) **Experience:**

Minimum of 18 years post-qualification experience in reputed libraries as College Librarian/ Assistant Librarian or equivalent OR 13 years as a Deputy Librarian or equivalent in a reputed institution or University.

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2. Assistant Librarian (1 post, Unreserved) – On regular basis

i) **Pay Band:** Rs. 15,600-39,100/-(PB-3) + AGP Rs. 6,000/- and allowances as admissible.

ii) **Age limit:** 50 years

iii) **Essential Qualification:**

- a) Master's degree in Library Science/Information Science/Documentation with 55% marks or its equivalent grade in the point scale wherever grading system is followed plus a consistently good academic record.
- b) Qualifying in National Eligibility Test conducted for the purpose by the UGC or any other agency approved by the UGC. However, this may be relaxed for the candidates with M. Phil/ Ph. D in Library Science / Information Science/ Documentation/ Archives/ Manuscript-keeping/ computerization of library.

General Information

1. Age relaxation for PH/Ex-Serviceman will be as per Govt. of India rules. Age limit will be reckoned on the last date of submission of application.
2. Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
3. Persons employed in Government/Semi Government Organizations/Autonomous Bodies should submit their applications through proper channel. They may, however send an advance copy of the application. Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC)' from the present employer during the time of interview. However, they should submit an undertaking to that effect at the time of application. Direct application from such candidates will not be entertained.
4. Degree/Diploma as referred above should have been awarded by a recognized University/Institute.
5. Mere eligibility will not vest any right on any candidate for being called for interview. The decision of the Institute in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection/interview. Canvassing in any manner would entail disqualification of the candidature.
6. The Institute reserves the right to relax experience in exceptional cases, or in the case of persons already holding analogous positions in a Central Technical Institute/University/Research Institution. Higher initial basic pay may be given to exceptionally qualified and deserving candidate.

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7. The Institute also reserves the right of to fix up screening criteria higher than those mentioned in the Qualification and experience to shortlist candidates for test and/or interview.
8. Relaxations in qualifications and eligibility criteria will apply as per MHRD/UGC norms.
9. To-and-fro rail fare by the shortest route being limited to AC-First Class/ Airfare of Economy class for the post of Librarian and AC III class for the post of Asstt. Librarian.
10. Prescribed application forms may be downloaded from the institute's website www.ismdhanbad.ac.in. Filled in application forms along with all necessary documents may be submitted to The Deputy Registrar(Estt.), Indian School of Mines, Dhanbad - 826004, Jharkhand along with application fee by way of a crossed demand draft for Rs. 100/- drawn in favour of "**Registrar, Indian School of Mines.**" SC/ST/PWD candidates are exempted from paying application fee.
11. Incomplete applications or applications without self-attested copies of certificates or applications received after the last date are liable to be rejected. No interim enquiries will be entertained.
12. Legal disputes, if any, regarding the above will be restricted within the jurisdiction of Dhanbad only. Last date for receipt of completed application in all respects at ISM for above position is 27th May, 2016, 5.30 p.m.

REGISTRAR