

Raja Rammohun Roy Library Foundation
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MATCHING SCHEME OF “ASSISTANCE FOR ENGAGING LIBRARY AND INFORMATION SCIENCE GRADUATES AND POST-GRADUATES AS INTERN IN GOVERNMENT PUBLIC LIBRARIES ”

1. Title and Object

The Scheme is known as Matching Scheme of financial **assistance for engaging Library and Information Science graduates and post-graduates as Intern in Government Public Libraries.**

2. Types of institutions/organizations eligible for engagement of Interns

Financial Assistance under the scheme will be provided for engaging Library and Information Science graduates and post-graduates as Intern in State Central Libraries and Government District Libraries with the recommendation of State Government/U.T. Administration/Directorate of Library Services as per budget allocation approved by the State Library Committee.

3. Scope of Assistance

Interns are to be engaged in two different categories:-

Category –I: Interns with BLIS/BSc (LIS) or equivalent degree. Applicant with MLIS/MSc(LIS) of equivalent higher Degree will not be considered under this category.

Category –II : Interns with MLIS/MSc (LIS)/Integrated MLISc or equivalent degree in Library and Information Science.

4. Finalization of number of Interns

RRRLF will finalize the maximum number of interns per year to be engaged state-wise for each category based on the number of Government Libraries in each State/UT based on the basis of data shared by the State Library Directorate. In any case, number of interns to be engaged in each State or U.T. in a year will be at least 2(two) and maximum 20 (twenty), with equal allocation i.e. 50% under each of the category (i.e. Category I & II). In this scheme “State” includes “U.T” wherever the context so requires.

State Library Directorate will finalize the number of Interns and the respective State Central Library and/or Government District Libraries for which Interns are to be engaged and share the same with the RRRLF in the prescribed application format.

5. Selection of Interns

- a) State/U.T. Library Authority will finalize the name of the Libraries for which the Interns are to be engaged (maximum one for each selected library) and submit the requirements through a formal application to the RRRLF. State should also mention the different language preferences, depending on the language of the collection and users.
- b) RRRLF will advertise for engagement of interns through Employment News, RRRLF Website or any other channel of publication seems relevant at that point of time.
- c) The maximum age for candidates applying for Interns in both the categories is 35 (thirty five) years as on the date mentioned in the advertisement.
- d) The applicants have to apply online through the RRRLF website. Marks obtained in Examination conducted by recognized Board/University in Secondary/Madhyamika or equivalent, Higher Secondary (best of four(4) subjects), BLIS/BSC (LIS) or equivalent degree, MLIS/MSc (LIS)/Integrated MLISc or equivalent degree in Library and Information Science are to be provided at the time of application. Language proficiencies have also to be mentioned at the time of application.
- e) Every candidate may provide the preference of maximum three States/UTs as job location at the time of application.
- f) On completion of online application receiving process, all the applications will be shared with the States/UTs based on the preference submitted by the applicants.
- g) RRRLF would provide the list of applicant who have applied online to the State/U.T.
- h) State Library Directorate will be responsible for verification of documents and final selection of candidates, issuance of offer of engagement in just, fair and reasonable manner from the list of eligible applicants shared by RRRLF. State Library Directorate may prepare a panel, which could be used in case a candidate does not join or resigns after joining for engagement of Intern.

- i) In case any Intern resigns after joining, candidate next in the panel may be offered engagement for the remaining period of the one year duration only.
- j) A Candidate once joins in acceptance to an Offer of engagement would not be allowed to apply afresh within the same year or in the subsequent years, even he/she might have served for a period less than one year.
- k) Each Intern will be awarded a Certificate by RRRLF after successful completion of the tenure of Internship.

6. Engagement of Interns

Director of Library Service or any other authorized Officer of the Directorate of Library Services of the respective State/U.T. will issue offer of engagement to the selected candidates under intimation to the Director General, RRRLF.

7. Extent of Assistance & Stipend

Financial assistance will be given out of the matching fund.

- a) For the "Category – I": The stipend of the applicants selected under Category I would be Rs.10,000/- (Rupees thousand only) per month.
- b) For the "Category – II": The remuneration of the applicants selected would be Rs.12,000/- (Rupees twelve thousand only) per month. An additional amount of Rs.1,000/- (Rupees one thousand only) per month will be paid to those "Category – II" selected candidates who has completed their MPhil / PhD in Library& Information Science prior to joining.

8. Period of Engagement

Recruitment of the Interns will be made for one year duration from the date of joining and in no case it is extendable. The appointment may be terminated with one month notice if the performance is not found to be satisfactory.

9. Training & Assignment

Selected Intern will have to join within fifteen (15) days from the date of receipt of the offer. All Interns will be given five (5) days training by NML – RRRLF. Interns would be required to perform technical processing and would be entrusted to assist in providing reader services.

10. Working Hours

Eight (8) hours per day and six days in a week for the days on which the library remains open.

11. General Condition

- a) For each individual State/UT, out of the total number of Interns to be engaged, 50% of the Interns will be engaged in Category 1 and rest 50% of the Interns will be engaged in Category 2 and maximum ten (10) each category.
- b) Librarian of the respective Government Public Library will maintain attendance register and send attendance certificate in the prescribed format at the end of each month for release of stipend.
- c) After successful completion of tenure of Internship, all Interns would get a certificate from RRRLF duly signed by Director General, RRRLF and particular State, Convener / Director.

12. Release of payment

The State Library Directorate should share the information regarding engagement of any Intern at least one month in advance to ensure smooth financial transaction related to the stipend.

RRRLF will pay the amount equivalent to six months stipend, in advance, directly to the Bank account of the Library or the Directorate of Library services as intimated by the State Library Authority. The Concerned Library or the Directorate of Library Services would release the stipend directly to the concerned intern through ECS on the basis of Bank details.

Payments for the next six months would also be released on receipt Utilisation Certificate and Expenditure Statement for the First Six months.