



**Dated 14/01/2026**

**Engaging of Library Trainee**

Pt. Deen Dayal Upadhyay Central Library of JC Bose University of Science & Technology, YMCA Faridabad (Haryana) invites application from eligible candidates for the position of Library Trainee purely on temporary basis, as per details given below: -

<b>Name of Position</b>	<b>Library Trainee</b> (purely on temporary basis)
Period	6 Months (extendable upto one year on the basis of performance and work & conduct report)
Qualification	Master of Library Science from recognized Institute/University. Candidates must have passed their degree in 2023-24 or thereafter.
Consolidated remuneration	18000/- per month
Age limit	30 years (as on 28/01/2026) i.e. last date of application.
Work responsibility	All the work related to Library or as assigned by the Librarian
No. of vacancy	Three (03)
Mode of selection	Selection will be made on the basis of academic record/written test and performance in the interview. Candidates with knowledge of computer/MS office/Koha/DSPACE will be given preference.

Interested candidates can apply on the prescribed application form available on university website [www.jcboseust.ac.in](http://www.jcboseust.ac.in) on or **before** 28/01/2026. Tentative date of walk in Interview is 03/02/2026 and will be informed through university website/ email. Hard copy of Application may be sent through post to the Dy. Librarian, JC Bose University of Science & Technology, YMCA Faridabad-121006 (Haryana) by enclosing self-attested copies of certificate/testimonials. Unless the hard copy is received, the application will not be considered. The envelop should be superscripted "Application for the post of LIBRARY TRAINEE". Applicants are required to carry all original document for verification at the time of interview. University reserves the right to fill up/not fill up the vacancy or cancel the advertisement, in whole or partly without assigning any reason. Application, incomplete in any respect and without relevant documents as required or postal delay, will be rejected. Applicants must note that the University will not offer any job on completion of the training. Training Certificate will be issued after successful completion of training period.

*PMJ P-1*  
**Dy. Librarian**

Copy to :

PA to Vice-Chancellor for kind information of Hon'ble Vice-Chancellor

PA to Registrar for kind information to Registrar

Web manager – with a request to upload the same on university website



### **Application Format for Library Trainee**

1. Name of Candidate : .....
2. Father's Name : .....
3. Permanent Address : .....
4. Correspondence Address : .....
5. Telephone/Mobile No. : .....
6. E-mail ID : .....
7. Date of Birth : ..... Age (as on 28.01.2026) .....
8. Gender : .....
9. Educational/Professional Qualification (In chronological order from Secondary Class-X onwards) :

Paste your latest photograph

Sr. No.	Degree	Board/University	Year of passing	percentage of marks	Division/ Class	Subjects

#### **10. Experience, if any:**

Sr. No.	Organization	Period of Service		Post held	Pay drawn	Nature of duties
		From	To			

#### **11. Certificate/Knowledge of computer application:**

- (i) .....
- .....
- (ii) .....
- .....

#### **Declaration:**

I hereby declare that all the details furnished above are true and correct to the best of my knowledge and nothing has been concealed therein. I shall be held responsible for any disciplinary/legal action, if found incorrect. My candidature may kindly be considered for the above position.

Date: .....

Place: .....

Signature of candidate .....

Name: .....

#### **List of enclosures:**