

राष्ट्रीय होमियोपैथी संस्थान / National Institute of Homoeopathy  
एक स्वायत्त संस्था / An Autonomous Institute  
भारत सरकार / Govt. of India  
आयुष मंत्रालय / Ministry of Ayush

**Satellite Campus**

Sector – A8,  
Chaudhary Ramdev Chowk,  
Narela, Delhi – 110040

**Headquarters**

ब्लॉक-जी.ई. सेक्टर-3 / Block-GE, Sector-III  
साव्त्लेकए कोलकाता-700106 / Salt Lake, Kolkata-700106  
फोननं / Ph. No. 033-2337-0969/70

F. No. 8-088/NIH/ContEngagement/2021/Vol. 1 (part 2) /1651

दिनांक / Dated: 19/ 09/ 2023

**Advertisement No. Con-Eng./05/2023**

**NOTICE FOR WALK-IN-INTERVIEW ON CONTRACTUAL BASIS.**

Applications are invited from eligible Indian candidates for Walk-in-Interview for the below mentioned posts on **Contractual Basis** for a period of **one year (01) or until further order**, whichever is earlier at NIH, Kolkata.

**Venue of Interview & Place of Engagement:** **National Institute of Homoeopathy, Kolkata**  
**Block-GE, Sector-III, Salt Lake,**  
**Kolkata-700106**

Reporting time and submission of Application along with documents will be between 09:00 A.M to 11:30 A.M. All other details such as Eligibility Criteria, Qualification, Experience and general Terms and Conditions, prescribed application format etc. may be downloaded from the Institute's website [www.nih.nic.in](http://www.nih.nic.in).

<b>Name of the Post</b>	Library Trainee
<b>Number of Post</b>	02 (Two)
<b>Monthly Stipend</b>	Rs. 15,000/-
<b>Essential and minimum Qualification</b>	1. Master of Library and Information Science or Master of Library Science with 55% marks & above.
<b>Job Responsibility</b>	Classification, Book processing, Shelving, Assistance to the members, Typographical works, works required to be performed using e-Granthalaya Library automation software like, Accessioning, Cataloguing, Circulation, Patron management etc.
<b>Age limit</b>	Not exceeding 27 years as on the closing date for receipt of the application.
<b>Date of Interview</b>	09/10/2023

**Terms & Condition:**

- 1) The post is purely a contractual one and the candidate does not hold any right for permanent post.
- 2) The contract may be terminated at any time without assigning any reason.
- 3) No TA/DA will be admissible for attending the Walk in Interview.
- 4) Candidate should be ready to join immediately.
- 5) No correspondence will be entertained in this regard.
- 6) The decision of the Director is final & binding.

- 7) The duty hours will be from 9:00 A.M. to 5:30 P.M. from Monday to Friday. Saturday, Sunday and gazetted holidays will be holiday. They may be required to work on holidays in case of exigency of work.
- 8) They will be entitled for 1.5 days leave on each completed calendar month calculated according to the English calendar.

**Interested and eligible candidates may appear for walk in interview with filled-up application in the prescribed proforma (Annexure-1) along with original and self-attested photo copies of all the relevant documents in support of their eligibility with one passport size photograph.**

Sd/-  
निदेशक / Director.

**NATIONAL INSTITUTE OF HOMOEOPATHY – KOLKATA**

Application For the post of .....

Affix here  
Passport  
Size photo

1.	<b>Position applied</b>			
2.	<b>Name of the candidate in Block letters</b>			
3.	<b>Father's/Husband's name</b>			
4.	<b>Mother's Name</b>			
5.(a)	<b>Date of Birth (in Christian era) DD/MM/YYYY</b>			
(b)	<b>Age as on 09/10/2023</b>			
(c)	<b>Sex</b>	Male		Female
6.	<b>Nationality</b>			
7.	<b>Religion</b>			
8.	<b>Marital status</b>			
9.	<b>Whether belongs to SC/ST/OBC/PwD</b>			
10.	<b>Are you Physically Handicapped (If yes, please submit PH certificate)</b>			
11.	<b>Languages known</b>			
12.	<b>Address for communication</b>			
13.	<b>Permanent address</b>			
14.	<b>Telephone No./Mobile No.</b>			
15.	<b>E-mail ID</b>			



17. Educational Qualification (Starting from Matriculation or equivalent and onwards)

Sl. No.	Examination Passed	Year	Name of School/Board	Class Division	% of marks	Main subjects
1	Madhyamik/ Secondary					
2	Higher Secondary					
4	Graduation					
5	B. LIB/ B.LIS					
6	M.Lib/ M.Lis					
7	Other Qualifications (if any)					

18. Proficiency in Computer:

18. (a)	Library software used	
(b)	Knowledge in MS Word / Excel or equivalent	
(c)	Other Qualifications (if any)	

19.	Any other information such as training, publication etc., in support of suitability of the post.	
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I hereby solemnly declare that the information given above is true and correct to the best of my knowledge, belief & not suppressing any material facts which disqualify my candidature. I understand and agree that in the event of any information being found/ detected false or incorrect/incomplete at any time after selection/interview/appointment, my selection is liable to be cancelled/rejected and be terminated from the service. I shall be bound by the decision of the National Institute of Homoeopathy, Kolkata. I have read the circular and agree to accept all the terms and conditions for this contractual engagement.

Place: .....

Date: .....

**Full Signature of the Applicant**