

Job Title: Library Internships

(These are for a period of six months, beginning September 2023. These are purely on a temporary basis but may be extended for another term if required. Experience certificate will be issued at the end of the term).

Reports to: Director Library – Services / respective supervisors

Location: Sonipat Campus (#2, Rajiv Gandhi Education City, Delhi -NCR, Rai. Sonipat, Haryana)

Experience (in years): Freshers, age limit 24 Years.

Nature of work: Need to work in document circulation, reference services and other functional areas. Ample exposure to all modern tools, software and systems will be provided.

About Ashoka University:

Ashoka University -India's premier interdisciplinary teaching and research university. An institution that has become a beacon of academic excellence in less than 10 years since its inception. At Ashoka, we encourage you to embrace the new, push the boundaries for continuous learning, and adapt to a world of constant change Because we believe that each Ashokan is capable of becoming a thought leader.

As part of our thriving and committed workforce, you will:

Be Mission-Driven: Champion interdisciplinary learning, innovative pedagogy, and academic rigor to transform Indian higher education.

Think Strategically: Collaborate with visionary minds to shape the future of higher education through strategic planning and a forward-thinking approach.

Act Authentically: Embrace authenticity and integrity, fostering an inclusive and supportive environment where every voice is valued.

Take Accountability: Own your work and drive positive change, as an empowering individual seeking to make a meaningful contribution.

Build Collaboration: Experience the power of teamwork and diverse perspectives, working collectively towards our shared goals.

Deliver Excellence: Strive for excellence in all aspects, upholding the highest standards of academic excellence, student support, and professional development opportunities.

At Ashoka University, we are on a mission to redefine higher education and create a remarkable space where innovation and collaboration thrive. As a **pioneering force in interdisciplinary learning**, we **continually grow and adapt** to stay at the forefront of educational excellence with emphasis on inclusivity and equal opportunity. Our philosophy revolves around **care, well-being, and connection**, which are deeply embedded in everything we do.

When you join our community, you become part of an extraordinary journey in which you can unleash your potential and make a meaningful impact. Where education empowers, where innovation thrives, and where excellence and humility coexist. We truly believe the world will enrich itself when there is progress with purpose.

About (Name of the Department): Library Interns

Role and Responsibilities: Working as a team member in the library as assigned by the supervisor.

Qualifications: MLISc (Master's degree in Library & Information Science) through regular / full time programs from recognized universities / institutions

Skills Required: . Good working knowledge of MS Office, communication skills and familiarity with library software & systems will be an added advantage.

Application Submission Process: . .

- Eligible candidates may send their CVs by email to <namita.maana@ashoka.edu.in> by 11th Sept

2023. Students awaiting results can also apply.

- **Shortlisted candidates will be first called for telephonic interview followed by in-person interviews on campus.**
- **The date and venue of the interviews will be communicated to the shortlisted candidates.**

Remuneration :

Stipend of Rs 20,000 per month.

(Accommodation on a payment basis (subject to availability) can be arranged by the university in designated apartments, closer to the campus. Free transportation between campus & apartments and subsidized food while on campus).

We invite you to embark on this journey by submitting your application to Ashoka University's <Department Name>. To ensure your candidacy receives the attention it deserves, kindly follow the application submission process outlined below:

Prepare an Updated CV: Showcase your professional accomplishments, skills, and experiences in an updated curriculum vitae.

Submit Your Application: Email your CV to connect.hr@ashoka.edu.in, ensuring the subject line reads as follows: "Designation – Department Name _Applicant Name>". This will help us efficiently process your application.

Include Essential Details: Along with your CV, kindly provide the following information:

- Last compensation received: We value your expertise and acknowledge the importance of fair compensation.
- Expected salary: Share your aspirations for growth and remuneration.
- Notice period: Inform us of the time required to transition from your current role, if applicable.

Pursuit for Excellence: At Ashoka University, we strive for excellence in all aspects of our operations. Therefore, only shortlisted candidates will be contacted as part of our rigorous selection process.

Adherence to Deadlines: To ensure fairness and efficiency, please submit your application **by 11th Sept 2023**. Applications received after the deadline will not be considered.

We look forward to receiving your application as we embark together on a remarkable journey of professional growth and development. Join our exceptional community at Ashoka University, where excellence is nurtured, and aspirations are transformed into reality.