

[illegible]

Note: Sponsored candidates will not be entertained for the work.

- *I hereby declare that my involvement in the part-time work in the Lakshminath Bezbaroa Central Library will not affect my academic activities and I fully agree to the T&C of part-time works.*
- *I do not have any disciplinary penalty against my name.*

Date :

Signature of the Applicant

Forwarded by the Supervisor (in case of Ph.D. student) / HoD (in case of M.A./M.Sc./M.Tech)

The above applicant is a student under my supervision (in case of Ph.D.)/ of the Department of _____ (in case of M.A./M.Sc./M.Tech) and I have no objection if s/he takes up a part-time work in the Lakshminath Bezbaroa Central Library.

Signature with Date: _____

Name: _____

Dept.: _____

(For Office use only)

Received on:/...../..... At:

Signature

Recommended / not recommended

MEMBER

MEMBER

MEMBER

(Students Selection Committee Members)

Librarian



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TERMS & CONDITIONS FOR SELECTION AND ENGAGEMENT OF STUDENT IN PART-TIME WORK

1. The part-time work in the Lakshminath Bezbaroa Central Library is for registered and continuing students only. The part-time work is not meant for sponsored and foreign students. In no circumstances the part-time work will be continued after completion of programme.
2. Students for part-time work must declare that **THEIR ACADEMIC ACTIVITIES WILL NOT BE HAMPERED DURING THE PERIOD OF THEIR ENGAGEMENTS IN PART TIME-WORK.**
3. Engagement for part-time work will be for a period of 12 months, based on her/his performance.
4. The total working hours of a student shall not exceed 32 hours in a month.
5. Application for part-time work must be submitted in the Office of the Librarian in proper format available in the library website and must be forwarded through proper channel. Incomplete or erroneous application/s will summarily be rejected.
6. When there is a requirement of experienced hand, a student who worked earlier in the library with satisfactory performance, may ordinarily be re-engaged, howsoever with at least a month break. Such re-engagement, however, will not be considered for more than two times.
7. For selecting to engage in part-time work in the Lakshminath Bezbaroa Central Library, preferences will be given based on following criteria:
 - i. A student who is pursuing programme without any Assistantship/Fellowship i.e. her/his Assistantship/Fellowship completed from the Institute. In such case, s/he will have to ensure her/his availability for the part-time work for at least six month from the date of engagement.
 - ii. A student who is presently pursuing the programme on self-financed mode.
 - iii. Rest all applicants will be selected on first-come-first basis.
8. A panel list for selected applicants will be prepared on the basis of date of Application and will be forwarded to the Librarian, Lakshminath Bezbaroa Central Library, for approval.
9. In case anyone not available for 14 days or more during the engagement period, proportionate duty hours will be allocated. Such non-availability must be intimated by 25th of previous month.
10. An applicant who has been selected for engagement (for the first) will be intimated by email on or before 15th of previous month and if s/he fails to reply or refuses to join within 3 days, the next student from the panel shall be given preference to join and so on.
11. A monthly duty roster for next month will be prepared and posted by the end of previous month.
12. Interchanging of allotted duty will not be permitted under any circumstances.
13. A student dropped during her/his engagement period for any reason shall not be considered for future engagement.
14. In case of any disciplinary action taken by the Institute during application or engagement period s/he will be immediately rejected / dropped from part time-work.
15. Any engaged student, who found not to have performed her/his duty as per the requirement, will be removed from the part-time work, immediately.
16. Above terms & conditions are subject to modification without prior notification.