



**(FOR LIBRARY USE ONLY)**

**REQUISITION FORM FOR STUDENT FOR PART TIME WORK**

Staff 's Name :	
Section :	Acquisition / Cataloguing / Classification / Circulation/ Periodicals/ Others.....
Number of students needed :	
Types of works to be assigned :	1. 2. 3. 4. 5.

Date: \_\_\_\_\_

\_\_\_\_\_  
ALIO/SLIA/OFFICE/HOS

*Signature*

.....  
(For office use only)

FORM NO:

Remarks:

**HOS, Central Library**

To  
The Student Selection Committee, Central Library

**(Please turn over for Rules & Regulations)**



**RULES & REGULATIONS FOR SELECTION AND ENGAGEMENT OF STUDENT IN PART TIME WORK**

1. Selection of student for part time work in the Central Library will be made by the **Student Selection Committee** through personal interview.
2. **A PANEL LIST** for selected student will be prepared on the basis of **DATE OF APPLICATION** and will be forwarded to the HOS, Central Library for approval.
3. The student selection preference will be based on: **1<sup>ST</sup> A STUDENT** who is financially feeble or pursuing course without any scholarship. Support documents to verify a student's financial background may be checked to ascertain the fact. **2<sup>ND</sup> APPLICATION** date, time preference for work, nature and urgency of the staff member's requirement for part time work.
4. Students for part time work must declare in the **APPLICATION FORM** to the effect that **THEIR ACADEMIC ACTIVITIES WILL NOT BE HAMPERED DURING THE PERIOD OF THEIR ENGAGEMENT IN PART TIME WORK IN THE CENTRAL LIBRARY.** The said form shall be made available in download section of Central Library's intranet page.
5. The Library staff member has to submit a duly filled in **REQUISITION FORM** to get an adequate number of students for part-time work in his/her section. The said form shall be made available in download section of Central Library's intranet page.
6. A student who worked earlier in the Library shall ordinarily be reengaged, if the student's **PAST PERFORMANCE REPORT** is satisfactory and when there is an urgent requirement for student for part time work in the Library. A student's satisfactory past record will be considered as beneficial for the Library.
7. The total work hours of a student shall **NOT EXCEED 32 hours** in a month.
8. If a student fails or refuses to report to his/her the assigned work, the next student from the panel list shall be given preference.
9. A student rejected for any reason shall not be considered for future engagement.
10. The staff member shall ensure that the student, who is working in his/her section, maintains the office decorum and works as instructed. Insincere student shall be immediately cancelled and the staff member shall submit the performance report of such student immediately to the HOS for necessary action.
11. The term of office of the Student Selection Committee shall be 3 years.
12. Above Rules & Regulations are subject to modification without prior notification.
13. All matters relating to student selection are subject to approval by the Competent Authority.

Sd/-

HOS, Central Library