

## Proforma for website related to Internship programme at National Museum Library

### About

The National Museum Library is a specialized Library which has a wide collection of books and journals related to the fields of history, art, and culture of the World for specialized research and reference. It covers a variety of themes such as anthropology, archaeology, conservation, decorative arts, history, literature, museum studies, painting, philosophy, and religion. It contains over sixty thousand volumes of books, bound journals as well as several Indian and international journals and magazines. The Library has been the proud recipient of several prestigious personal book collections such as the Elwin collection, Satyam Bhai collection, Dr. L.P. Sihare collection, Desikacharya collection, and the Heeramanek collection.

### Types of Internship programme:-

#### A. Internship for Curriculum Needs

- **Eligibility-** BLIS/MLIS
- **Duration-** One/Three months
- **Applying procedure-** Students who are interested in training may send their request letter duly forwarded from the head of institutions with copies of certificates (tenth onwards) in the name of Director General, National Museum either through e-mail to natmuslib@gmail.com or by submitting the documents physically in National Museum Library.
- No Remuneration/ Stipend
- **Duties-** 09.30 AM to 06.00 PM (Monday to Friday)
- There is no provision for Institute Accommodation
- **Selection:** The trainee will be selected on merit basis, subject to fulfilling the other eligibility criteria.
- No. of Internship allowed: **05 Nos.**
- **List of Documents to be submitted:** - Following documents are to be attached along with the request letter.  
Copy of application form (Download Application Form) and referral letter from the institute.  
Copy of educational qualification certificate from 10th onward.  
Copy of ID proof contain address

#### B. Three Month internship on a monthly stipend basis (Brief details)

- **Essential Qualifications:** To be eligible for the internship programme, candidates should possess a minimum qualification of Bachelor's degree in Library

Science/Library and Information Science (BLIS) in the year 2021, 2022 or 2023. Candidates who passed the BLIS or equivalent examination before 2021 need not apply.

Note: - This requirement is essential to ensure that interns have a foundational understanding of library sciences and can actively contribute to the library's operations.

- **Duration:** Three months
- **Applying procedure-** Students who are interested in training may send their request letter, Application form with copies of certificates (tenth onwards) in the name of Director General, National Museum either through e-mail to natmuslib@gmail.com or by submitting the documents physically in National Museum Library.
- **Age Limit:** Not exceeding 30 years as on November 30, 2023 (the last date of applying).
- **Stipend:** In recognition of the interns' dedication and effort, it is proposed to offer sum of Rs. 5,000/- (Rupees Five Thousand only) per month as a honorarium during the internship period.
- **Selection:** The trainee will be selected on merit basis, subject to fulfilling the other eligibility criteria.
- **Terms and Conditions:** The internship programme will adhere to the following terms and conditions:

**Working Hours:** 09.30 AM to 06.00 PM (Monday to Friday)

- **List of Documents to be submitted:** - Following documents are to be attached along with the request letter.  
Copy of application form (Download Application Form).  
Copy of educational qualification certificate from 10th onward.  
Copy of ID proof contain address.

#### **General Guidelines:-**

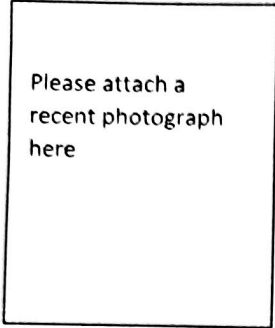
1. The National Museum has the right to cancel the entire process of selection of Library Intern at any time without assigning any reason whatsoever.
2. No correspondence will be entertained with the applicants. Canvassing in any form will be a disqualification.
3. Library Internship is not a regular employment and is purely temporary practical learning assignment for a fixed tenure of three months.
4. Applicants are advised to ensure that they have the requisite educational qualification and skill set as required for the Library Intern.
5. Successful completion of the programme will be acknowledged with a certificate from the National Museum
6. No. of Internship allowed: 05 Nos.
7. Candidates are required to submit a hard copy of the duly filled application form, along with supporting documents (each page duly signed) to "Director General, National Museum, Janpath, New Delhi-110011" on or before last date of submission

through Speed post. Application, incomplete in any respect and without relevant documents as desired, will be rejected.

8. The Last date for submission of forms for the both the internship programme is 31th January 2024.
9. For further details please contact  
Ms. Rime Mara Bagra,  
Library & Information Officer  
Ph.: 011 - 23017721 (235 & 238)

Application Form A

National Museum Internship Programme



Name :

Father's Name :

Date of Birth :

Contact Details :

Present Address :

Educational Qualification :

Present college/institution :

Interest Area :

Preferred Duration of Internship :

Signature

Date

Place

Countersigned

(Head of the Institution/college)

Application Form B

National Museum Internship Programme

Please attach a recent photograph here

Name :

Father's Name :

Date of Birth :

Contact Details :

Present Address :

Educational Qualification :

Present college/institution :

Interest Area :

Preferred Duration of Internship :

Signature

Date

Place