

GOVERNMENT OF MEGHALAYA  
MEGHALAYA ADMINISTRATIVE TRAINING INSTITUTE  
SHILLONG

MATI.50/2019/30

Dated Shillong the 9<sup>th</sup> June, 2020

**ADVERTISEMENT**

Meghalaya Administrative Training Institute (MATI), the State-level Apex Institution for training and capacity building of public servants of Government of Meghalaya and others, seeks applications in online mode, for which a link is provided on MATI's website ([www.mati.gov.in](http://www.mati.gov.in)), from the citizens of India for filling the following post on **CONTRACTUAL BASIS**:

Sl. No.	Name of the post	Pre-requisite Qualification	Location	Monthly Emolument
1	<b>Assistant Librarian</b> (on contractual basis)	B.Lib/M.Lib in Library Science from any recognized University in India. Preference will be given to candidate having Computer Knowledge.	Shillong	₹14,100/- (Fixed)

**ONLINE APPLICATIONS WILL BE ACCEPTED FROM THE 15<sup>th</sup> JUNE, 2020 ONWARDS.**

**THE LAST DATE FOR RECEIPT OF ONLINE APPLICATION IS 15<sup>th</sup> JULY, 2020.**

**Job Description/Roles and Responsibilities:**

- Code, classify, and catalog books, publications, films, audiovisual aids, and other library materials based on subject matter or standard library classification systems;
- Answering readers' enquiries related to the library, ensuring that readers maintain library etiquette and taking necessary action on materials that are overdue or destroyed;
- Using library systems and specialist computer applications;
- Liaising with departmental academic staff, external organisations and suppliers;
- Ensuring that library services meet the needs of particular groups of users (eg staff, trainees, resource persons, Government officials etc.);
- Managing budgets and resources;
- Supporting independent research and learning;
- Developing IT facilities with respect to the MATI Library;
- Assisting readers to use computer equipment, conduct literature searches etc;
- Promoting the library's resources to users;
- Strong IT skills and familiarity with the use of databases and the internet;
- Teamworking and management skills;
- Assessment of resources and library users' needs;
- Keep records of circulation and materials;
- Check books in and out of the library;
- Compile lists of books, periodicals, articles, and audiovisual materials on particular subjects;
- Ensuring maintenance and upkeep of library equipment & books;
- Any other related works.

**Notes:**

- 1. Age Limit - Candidates should not be less than 18 Years and not more than 27 years as on the last date for submission of application form. Upper age limit is relaxable by 5 years for candidates belonging to SC/ST.**
- 2. Method of Recruitment**
  - The Screening Committee will shortlist the candidates who are found suitable based on the essential requirements of the post and other conditions as stipulated in the advertisement.

List of shortlisted candidates would be posted on MATI's notice board and website. The shortlisted candidates will be intimated via e-mail.

### **3. General Instructions**

- Candidates are advised to read the eligibility criteria and other conditions prescribed for the post before applying.
- Incomplete applications in any respect will be summarily rejected and the decision of the Selection Committee will be final and binding. No further correspondence in this regard will be entertained.
- Mere acceptance of application and fulfilment of minimum qualification do not entitle candidates to be called for the next stage of recruitment.
- Proof of Date of Birth may be as per Birth Certificate issued by the Registrar of Births and Deaths or as entered in Matriculation/ Secondary School Leaving Certificate or valid Indian Passport.
- If any claim in the application is not found substantiated by valid documentary evidence, the candidature will be cancelled and the decision of the Selection Committee in this regard shall be final.
- Candidates are advised to provide correct mobile numbers, active email addresses and postal address in the application to enable the Institute to use it for correspondence.

### **4. Debarment:**

- a. MATI is authorised to recruit and select candidates, maintaining utmost confidentiality at all times. Any attempt by anyone causing or likely to cause breach of this or any action which violates or likely to violate the fair practices followed by the Institute will be a sufficient ground for debarment of candidate/s for this recruitment.
- b. If any candidate is or has been found impersonating or procuring impersonation by any person or resorting to any other irregular or improper means in connection with his/her candidature for selection or obtaining support of candidature by any means, he/she shall be liable to be debarred for this recruitment in addition to rendering himself/ herself liable to criminal prosecution.
- c. Canvassing directly or indirectly for the above mentioned posts shall disqualify a candidate and the decision of the Selection Committee, shall be final and binding in this regard.
- d. Any candidate furnishing incorrect information or making false declaration regarding his/her eligibility at any stage or suppressing any material information is liable to be debarred from appearing in any recruitment stage and would entail summarily rejection of their candidature for this recruitment.

S/d  
**Director,**  
Meghalaya Administrative training Institute  
Shillong

**Memo No. MATI.50/2019/30 - A**

**Dated Shillong the 9<sup>th</sup> June, 2020**

Copy to:

1. The Director General Meghalaya Administrative Training Institute for favour of kind information.
2. The Director, Employment and Craftsman Training and Apprentice Adviser, Shillong.
3. Office Notice Board and Institute's website.

S/d  
**Director,**  
Meghalaya Administrative training Institute  
Shillong