



भारतीय विदेश व्यापार संस्थान

INDIAN INSTITUTE OF FOREIGN TRADE

(Deemed to be University)

Autonomous body under, Department of Commerce, Ministry of Commerce & Industry, Govt. of India)

Advt No. – Advt./ NT/ Con. / Del./ 08 / 2026

Engagement of Library Professional Trainee purely on contractual basis

Indian Institute of Foreign Trade (IIFT) is a premier B-School set up by the Government of India, invites applications from eligible candidates for the position of Library Professional Trainee on contract basis.

Position: Library Professional Trainee

Number of Positions: Five (5)

Consolidated Emolument: - The candidate will be paid a stipend of Rs.20,000/- per month.

Age: Upper age limit 28 years (on the last date of application).

Duration: The initial term of appointment will be THREE (03) months, which may be extended further for SIX (06) months based on performance and requirements.

Link for online application - https://docs.iift.ac.in/recruit/solo.asp?jcode=LPT_May2026

Last Date to apply online – 21.05.2026

Nature of Training:

- Basic Training in Library Automation and Networking.
- Basic Training in Library Stock Verification and Stock Rectification.
- Basic Training in Library Housekeeping Operations.

Roles and Responsibilities:

- Stock Verification and Stock Rectification as per the standard directives provided.
- Cataloguing and Classification of Existing

Essential Qualification:

Master of Library and Information Science (MLISc) from a recognized Institution/University with First Class.

Desired abilities, skills, and knowledge:

- Basic understanding of computer Applications.
- Basic Understanding of Library Stock Verification and Stock Rectification.

<p>Library Print Resources in a standardized format.</p> <ul style="list-style-type: none"> • Perform circulation activities, including check-in/check-out (issue/return) of library materials. • Conduct technical processing of materials, including label pasting spine labels, due date slips, book cards and stamping. • Organize and shelf books, journals, and periodicals systematically on the shelves. • Support the acquisition and technical process. • Conduct online database searches to support academic and research needs. • Undertake other duties and assignments as assigned by the Library or the Institute from time to time. 	<ul style="list-style-type: none"> • Good typing skills particularly from the perspective of “Copy Cataloguing”. • Understanding of Basic Cataloguing principles, Metadata elements, Metadata tagging and migration. • Ability to work in dynamic work environment and in rotational shifts. • Having their own laptop will be an added advantage.
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General Rules and Regulations:

- Selection of trainees will be based on a written test and a personal interview.
- Only eligible and shortlisted applicants will be informed/called for the written test and/or interview.
- No travelling allowance (TA)/daily allowance (DA) will be given for attending the written test and/or interview
- The selected trainees are expected to work six days a week.
- The trainees may be assigned shift duty on a rotation basis.
- Training/internship certificate will be issued ONLY after the completion of training/internship at the Foreign Trade Library, IIFT, new Delhi
- Selected candidates will have to join duty immediately upon receipt of the offer.
- Fulfilment of conditions of educational qualification and experience shall not necessarily entitle any applicant to be called for further process of recruitment.
- In case of a large number of applicants, IIFT reserves the right to short-list the applications in any manner as may be considered appropriate and no reason for rejection shall be communicated.
- IIFT reserves the right to fill or not to fill the post advertised. No correspondence whatsoever will be entertained from the candidates regarding postal delays, the conduct of the result of the selection process and the reason for not being called for the selection process.
- The decision of the committee w.r.t. shortlisting and selection will be final and binding. No query whatsoever will be dealt w.r.t. the same.

- Interested candidates having the above qualifications and experience should only apply Online.

Only the shortlisted candidates shall be informed by e-mail to appear for the test & interview at IIFT Campus at B-21, Qutab Institutional Area, New Delhi-110016.

(Gaurav Gulati)

Registrar, IIFT