

Recruitment for the post of Trainee Library Assistant

The National Institute of Design (NID), Ahmedabad, Gujarat, India, is internationally acclaimed as one of the finest educational and research institutions for Industrial Design, Communication Design, Textile, Apparel & Lifestyle Accessory Design, IT-Integrated (Experiential Design) & Interdisciplinary Design Studies. The institute has its campuses in Ahmedabad, Gandhinagar and in Bengaluru. NID has been declared 'Institution of National Importance' by the Parliament, by virtue of the National Institute of Design Act, 2014 and is a statutory and autonomous institution under the DPIIT, Ministry of Commerce and Industry, Government of India. The institute offers higher professional qualifications in several disciplines of design at both undergraduate and post-graduate levels and is also recognised as Scientific and Industrial Research Organization by DST, Govt. of India.

The Institute invites online applications from eligible candidates for the position of **Trainee Library Assistant** for **Knowledge Management Centre (KMC) at Ahmedabad, Gandhinagar and Bengaluru Campuses**, on purely temporary basis for a period of 11 months only.

For essential and desirable qualifications and experience required, age limit, job descriptions, pay, general instructions on recruitment process, online application form and how to apply etc. visit **careers.nid.edu**. Any addendum, corrigendum, extension of dates etc. to the above recruitment shall be notified on the above website only.

Last date of submission of online applications is 5th June 2026 (up to 05:00 p.m. IST).

The above positions are strictly contractual and are for a period of 11 months only. Upon completion, the contract will automatically terminate unless renewed. Please note that this contractual engagement does not confer any right to claim a permanent or continued contractual position with the institute.

ELIGIBILITY CRITERIA FOR THE POSITION OF “TRAINEE LIBRARY ASSISTANT”

Salary : Rs. 28,000/- Stipend per month

Number of posts : **Total 07**
(Ahmedabad Campus – 04, Gandhinagar Campus – 02 and
Bengaluru Campus - 01)

Age limit : Not exceeding 27 years as on the last date of submission of application.

Minimum Eligibility Criteria:

Education : Master’s Degree in Library Science/ Information Science/Documentation Science with at least 55% marks from any recognized university.

Candidates those who have undergone similar training at other institutes and possessing the above mentioned education qualifications are also encouraged to apply.

Desirable :

- Experience in Library Automation Software.
- Selected candidates should be ready to work late hours, work during weekends and on shift duties on a rotational basis.
- Preference will be given to those with strong communication, interpersonal, and intrapersonal skills.
- Basic working knowledge of IT and its applications will be considered as added advantage.

Please note that certificate of experience will be issued to only those who complete a minimum of six months of training at NID, against this advertisement.

GENERAL INSTRUCTIONS FOR ALL THE CANDIDATES

1. All the above advertised posts are strictly contractual and are for a period of 11 months only. Upon completion, the contract will automatically terminate unless renewed.
2. The contractual engagement does not confer any right to claim a permanent or continued contractual position with the institute.
3. As the positions are purely contractual in nature, reservation norms applicable to regular posts may not be strictly followed. However, eligible candidates from all categories are encouraged to apply.
4. Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
5. Applicants must ensure that they fulfil the prescribed eligibility criteria, including educational qualifications and experience, as on the closing date of application.
6. The Institute reserves the right to screen and shortlist candidates based on qualifications, experience, and other criteria as deemed appropriate. Mere fulfilment of minimum eligibility criteria does not guarantee shortlisting.
7. The Institute reserves the right to reject any or all the applications without assigning any reasons thereof.
8. The Institute reserves the right to empanel/ waitlist candidate(s) for future vacancies.
9. The selection process may comprise of written test/ skill test, as decided by the Institute.
10. The Institute reserves the right to increase/decrease the number of posts, or to cancel/withdraw the advertisement without assigning any reason.
11. NID will retain data of applications received from non-shortlisted candidates only for a period of six months after completion of recruitment process i.e. the issuance of offer letter to the selected candidate. Thereafter, no RTI on this subject shall be entertained.
12. Mere eligibility will not entitle any candidate for being called for interview/ tests. The decision of the Institute in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection. Canvassing in any manner would entail disqualification of the candidature.
13. Certificates etc. in support of educational qualifications should have been awarded by a govt. recognized University / Institute.
14. All relevant certificates in original with a self-attested copy will be required at the time of test. At the time of test, shortlisted candidate will be required to carry his/her educational qualifications certificates, experience, age, caste/disability certificate, if applicable, and current salary certificate/pay-slip from the existing employer or from the last employer.

15. If the number of applicants for a particular post is large, the Institute reserves the right to call only the requisite number of candidates for selection process after screening and shortlisting in consideration of candidates' qualification, suitability, relevant experience, etc.
16. The Institute also reserves a right to conduct elimination tests in case of large numbers of applications. Decision of the Competent Authority of the institute will be final in such cases.
17. Incomplete applications or applications received after the last date are liable to be rejected.
18. NID will not provide any TA/DA, Boarding/ Lodging facility for appearing in Written test/ Skill Test. Candidates will have to make their own arrangement.
19. Wrong declarations/submissions of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
20. The age will be calculated on the closing date for receipt of applications.
21. For any legal dispute, Ahmedabad courts of law will be the jurisdiction.

NO INTERIM ENQUIRIES ABOUT THE RECRUITMENT WILL BE ENTERTAINED.

For any other details please contact through - Phone: 079-26629500, **Email:** recruitment@nid.edu during office hours. NID is open from Monday to Friday (excluding public holidays) between 10:00 a.m. and 05:00 p.m.