**National P.G. College, Lucknow**

*An Autonomous, CPE & NAAC Grade ‘A’ College of Lucknow University*

2, Rana Pratap Marg, Lucknow – 226001

Phone: 0522-4021304; website: [www.npgc.in](http://www.npgc.in)

**APPLICATION FORM**

**For the position of – LIBRARY ASSISTANT**

Application Fee Detail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section A-**

**Personal Information**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | **Name** |  | PHOTO |
| 2 | **Father Name** |  |
| 3 | **Category** | GEN/OBC/SC/ST/Others - Specify |
| 4 | **Presently Working in**  | Central/State Govt Organisation |
| 5 | **Email Id** |  |
| 6 | **Mobile Number** |  |
| 7 | **Date of Birth** |  |
| 8 | **Age** |  |
| 9 | **State** |  |
| 10 | **Nationality** |  |
| 11 | **Permanent Address with pin code** |  |
| 12 | **Postal Address with pin code** |  |

**Education**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No | Degree | University / Board | Year | Division | % |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

**Work Experience**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No | Name and Address of the Employer | From date | To date | Position held | Scale of Pay | Nature of Duties |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |

* Do you have any previous experience working in a library? (Yes/No)
* If yes, please describe your experience and responsibilities (e.g., shelving books, assisting patrons, computer lab work).

**Skills and Abilities**

* Are you proficient in using computers and common library software? (e.g., Microsoft Office Suite, library catalogue system) (Yes/No)
* Are you a clear and concise communicator? (Yes/No)
* Are you comfortable working independently and as part of a team? (Yes/No)
* Provide details about your IT and IT enabled Services Skills (For e.g. network management, printing management, formatting, installation of relevant software?

**References**

* Please list two professional references
	1. Name

Designation

Email Address

Phone Number

* 1. Name

Designation

Email Address

Phone Number

**Additional Information**

* Is there anything else you would like to tell us about your qualifications or experience?

**Please submit your completed application form and resume (CV) to Principal’s Office.**