



## CSIR-INDIAN INSTITUTE OF PETROLEUM

(Council of Scientific & Industrial Research)

P.O. IIP Mohkampur, Haridwar Road,  
Dehradun-248005, Uttarakhand (India)

Website: [www.iip.res.in](http://www.iip.res.in)



### Basic Skill Development Training on 'Current Trends in Library and Information Science'

#### Introduction

With experienced and qualified staff and comprehensive state-of-art R&D facilities the institute maintains its leading position in conducting training programs for the personnel from refining, petrochemical, automotive, power and related user industry. More than 8000 personnel from India and abroad have been trained on different requirements.

As per the initiatives taken by the institute for 'CSIR-IIP Integrated Skill Development Training Programs' applications are invited from eligible Indian nationals for the program on 'Current Trends in Library and Information Science'.

Our institute's library contains more than 40,000 documents which includes books, bound Volumes of periodicals, specification, reprints, standards and patents etc. Library is subscribing more than 70 scientific periodicals, databases such as Sci- finder, Web of Science and software like Grammarly etc. Library is fully automated and equipped with modern tools and techniques. Library is using LibSys software for information stores and retrievals, a separate database is also maintained in Koha (open source software). Our institute has its institutional repository on DSpace. Library is providing consultation, Reference, Reprographic, Inter library loan, documentation and current awareness services to its readers.

#### Objectives & Scope

Training is aimed at providing detailed introduction in the class room sessions covering theoretical aspects such as classification, cataloguing, library management to hands on practice on installation of Linux, installation of Open Source library software like KOHA, DSpace. Working of different modules like serial control, cataloguing, circulation, technical processing (classifying the documents by different schemes), documentation and uploading of multimedia files.

#### Course Contents

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| <ul style="list-style-type: none"><li>• Installation of Linux (Operation System)</li><li>• Introduction, Installation and feature overview to Koha ILS</li><li>• Introduction , Installation and feature overview to DSpace (OSS for Institutional Repository)</li><li>• OPAC Customization</li><li>• Report Generation</li><li>• Knowledge Organization tools in R &amp; D activities</li></ul> | <ul style="list-style-type: none"><li>• Vocabulary Control</li><li>• Rampant Plagiarism</li><li>• Basics of Classification and Cataloguing</li><li>• Networking</li><li>• Consortium and resource sharing</li><li>• Copy right and digital preservations</li><li>• Basics of Information Technology</li><li>• Capacity Building</li></ul> |
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#### After successful completion

In present digital era, a modern library is not merely a store-house of books but involves numerous activities; this course will give in-depth knowledge and confidence to face the future challenges in this profession depending upon individual's ability and dedication in learning the skill.

#### Pre-requisites

Graduate in any subject with Bachelor of Library and Information Science degree (B Lib Sc). Those appeared in the final exam may also apply. **20 - 45** years of age. (Age/qualification relaxation as per Govt. of India rules/ discretion of Director, CSIR-IIP).

#### Who Should join

**Any Indian citizen** having desire to excel in niche area of Library and Information Science.

### Salient features of the program

- Theory : Practices :: 20 : 80
- Small group of 10 Trainees in each program.
- One PC for a group of 2 trainees on each hands-on session.
- Interactive sessions for in-depth knowledge sharing.
- Evaluation of trainees will consist of both Theory & Practical component.
- Certificates will be awarded on successful completion of the training.

### Contact for Registration

Please send hard copy of application and documents at following address:

**Sh C D Sharma**  
Co-ordinator, Skill Development Training Program  
CSIR-Indian Institute of Petroleum  
Mohkampur, Haridwar Road  
Dehradun - 248005

You may also correspond, send soft copy of application at following e-mail:

e-mail: [cdsharma@iip.res.in](mailto:cdsharma@iip.res.in)  
e-mail: [aniljain@iip.res.in](mailto:aniljain@iip.res.in)

Contact phone nos.

**Sh C D Sharma, Tel No 0135-2525778, M- 9412028789,**  
**Dr Anil K Jain, Tel 0135- 2525751(O), M-9897119578**

### Course Fees / Terms and Conditions

A non-refundable course fee of Rs.10,000/- (Rupees ten thousand only) for Student/unemployed candidate and Rs.50,000/- (Rupees Fifty thousand only) for company sponsored candidate to be paid at the time of admission.

Course Fee shall be paid through E-payment option.

Bank Account Details facilitating e-transfer of Payment :

**Name of Bank : State Bank of India**  
**Name of the account holder : Director, Indian Institute of Petroleum, Dehradun.**  
**Bank Account No : 30266912400**  
**Branch : IIP Township, Mohkampur Dehradun, India**  
**Contact Person : Dr. Anil K Jain**  
**e-mail : [aniljain@iip.res.in](mailto:aniljain@iip.res.in)**  
**SWIFT Code : SBININBB380**  
**11 Digit IFS Code : SBIN0002359**  
**MICR No. : 248002007**  
**GSTIN : 05AAATC2716R2ZK**

### How to Apply & Selection

- Candidates have to apply as per the application format in the given link below.
- Selection will be made based on criteria after scrutiny of applications.
- All documents in original to be shown on the interview/ selection day and one self-attested set of documents to be submitted on the date of interview/selection

Form download (PDF) <http://www.iip.res.in/skill/form18.pdf>

Form download (MS Word) <http://www.iip.res.in/skill/form18.doc>

**Training venue :** CSIR-Indian Institute Of Petroleum

P.O.: IIP Mohkampur, Haridwar Road, Dehradun-248 005, Uttarakhand (India).

No TA/DA and accommodation for interview will be provided to the candidates.

### Important dates

Last date for submission of Application	:	02/05/18
Declaration of participant	:	03/05/18
Enrolment dates	:	04/05/18
Commencement of course	:	07/05/18

CSIR-Indian Institute of Petroleum, Dehradun