LNMIIT
The LNM Institute of
Information Technology
(Deemed-to-be-University)
"A" Grade accredited by NAAC

F. No: LNMIIT/Reg/ Lib. Trainee/115-02/2022-23

Date: May 04, 2023

Offer Letter

Dear Shri Bablu Kumar Meena

With the approval of the competent authority, you have been offered position of Library Trainee (Purely temporary on contractual basis) on fixed monthly emoluments of Rs.14000/- per month on contractual basis. initially for one year. However, further extension is subject to satisfactory performance and requirements of Library.

Your charter of duties will include the following:

1. The appointment is subject to rules and regulations of the contractual appointment of the Institute, which may be amended from time to time.
2. Assist the Library team under the supervision of the Librarian.
3. Your working days will be Monday to Saturday (six days in a week) and be ready to work in different shifts and weekends on rotation basis.
4. Any other duty/ responsibility as deemed suitable by the Librarian / Institute authority
5. You will be reporting to the Librarian for day-to-day activities

If you choose to accept this offer, your acceptance should reach us within 7 days from the date of issue of this offer and you should communicate the date of joining within 15 days.

(Dr. Vikram Sharma)
Acting Registrar

To
Shri Bablu Kumar Meena
VPO Booj, Tehsil: Jamwaramgarh
Jaipur

e-mail: bablusinghal0786@gmail.com
Mobile: 7725957273

Copy for information and necessary action to:

1. PS to Director
2. Librarian
3. Finance Officer

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TO WHOM SO EVER IT MAY CONCERN

19 February 2024

This is to certify that **Mr. Bablu Kumar Meena** has successfully worked as a Library Trainee from 10 May 2023 **to 19th February 2024** at **LNMIIT Central Library, Jaipur.**

During this period, he exhibited commendable dedication, professionalism, and sincerity in various aspects of library operations listed below:

- He efficiently managed the circulation desk, ensuring smooth transactions for patrons. He paid meticulous attention in handling library materials and maintaining accurate records.
- He demonstrated a good understanding of cataloguing and classification principles and practices and also showed his proficiency in using KOHA Library Management System (LMS) for various library functions. He assisted in data entry particularly cataloguing Library items.
- He played a vital role in the operation and maintenance of the Outdoor Reading Space and assisted students in utilizing this space very well.
- He provided courteous assistance to library users, addressing inquiries and offering guidance on resource utilization. He managed a current awareness service "New Arrivals in the Library" efficiently and also extended support in organising Thematic Display
- He collaborated with library staff in organizing and facilitating events, and seminars and involved proactively in event logistics, promotion, and participant engagement.
- He organised Bound Volumes section successfully and created a catalogue of the same on our OPAC.
- He successfully organised various files of the library for their easy access and retrieval.

We extend our best wishes to Mr. Bablu Kumar Meena for his future endeavors and trust that he will continue to excel in his future assignments.

Giridhar M Kunkur
Librarian

Campus : Gram :- Rupa Ki Nangal, Post-Sumel, Via-Jamdoli, Jaipur-302 031 (Raj.) INDIA
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E-mail : info.lnmiit@lnmiit.ac.in • Web : www.lnmiit.ac.in
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CERTIFICATE

TRAINING IN LNMIIT CENTRAL LIBRARY

This certificate is proudly presented to

Bablu Kumar Meena

As a "Library Trainee" with due diligence, commitment, and sincerity
from 10th May 2023 - 19th February 2024.

Mr. Giridhar M Kunkur
Librarian,
LNMIIT, Jaipur

Dr. Pawan Kumar Paras
Registrar,
LNMIIT, Jaipur

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F. No. LNMIIT/Reg/Library Trainee/115-02/2023-24 Date: February 19, 2024

Experience Certificate

This is to certify that **Mr. Bablu Kumar Meena (Employee ID 115-02), S/o Sh. Kailash Chand Meena** has served in this institute as Library Trainee- Purely Temporary on Contractual basis in the Central Library from **May 10, 2023, to February 19, 2024** in The LNM Institute of Information Technology, Jaipur.

We wish him all the best for future endeavor.

19/2/2024

(Dr. Pawan Kumar Paras)
Registrar

Campus : Gram :- Rupa Ki Nangal, Post-Sumel, Via-Jamdoli, Jaipur-302 031 (Raj.) INDIA • E-mail : info.lnmiit@lnmiit.ac.in • Web : www.lnmiit.ac.in
Tel.: +91-141-268 8090, 352 6091 (Main Gate), +91-141-352 6032/33 (Registrar's Office) • Fax : +91-141-268 9014 • Toll Free No.: 1800 180 6566

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F. No. LNMIIT/Reg/Library Trainee/115-02/2023-24 Date: February 19, 2024

To,
Mr. Bablu Kumar Meena,
Library Trainee,
Central Library
LNMIIT, Jaipur.

Relieving Letter

Dear Mr. Bablu Kumar Meena,

With reference to your resignation dated February 09, 2024, and letter dated February 13, 2024, regarding acceptance of your resignation. As requested by you to be relieved on February 19, 2024, your request has been considered by the Competent Authority. You are hereby relieved from the services of LNMIIT, Jaipur as Library Trainee in the Central Library with effect from February 19, 2024 (afternoon) on your own volition.

We wish you all the best for your future endeavor.

19/2/2024
(Dr. Pawan Kumar Paras)
Registrar

Copy for information and necessary action to:

1. PS to Director
2. DoFA /DoAA / DoAR/DoRC
3. Finance Officer
4. Librarian/Centre Lead-LUCS/ System Administrator / IDAAR Cell / MIS for updating of record.
5. Store In-Charge/Estate Officer /Medical Unit /Sports Officer

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