भारतीय प्रौद्योगिकी संस्थान
काशी हिन्दू विश्वविद्यालय
INDIAN INSTITUTE OF TECHNOLOGY
BANARAS HINDU UNIVERSITY
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श्रीनिवास देशपांडे ग्रंथालय, भा.प्रौ.सं. (का.हि.वि.), वाराणसी-221005
SHREENIVAS DESHPANDE LIBRARY, IIT (BHU), VARANASI-221005

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Ref.: IIT(BHU)/SDLIB/25-26/1269 Dated: 19.12.2025

## OFFER FOR INTERNSHIP

**To,**
**Ms. Ishita**
**Application No.: 2300660**
**C/o Shri Ajay Kumar**

**Sub: Joining letter for Library Professional Trainees, Shreenivas Deshpande Library, IIT(BHU)Varanasi.**

With reference to your application for the internship programme at Shreenivas Deshpande Library, Indian Institute of Technology (BHU), Varanasi-221005, we are pleased to inform you that you have been selected as a Library Professional Trainee.

**Your internship will start from 01.01.2026 (Thursday) and shall terminate on 31.12.2026 (Thursday).**

Your internship will include training/orientation primarily focused on the acquisition of books/classification and cataloguing of books, journals, theses, and dissertations/circulation of documents/shelf arrangement/ maintaining repositories/ and other sectional/divisional works as required. You will have to work in different shifts (as applicable), including morning, evening, and late-night shifts, and on weekends/ holidays on a rotation basis **(six days a week).**

**Terms & Conditions**

1. You must commence your **Library Professional Trainee** internship at the Shreenivas Deshpande Library, IIT (BHU), Varanasi-221005, **on or before 05.01.2026.** Failure to do so will result in the cancellation of your candidature.
2. Rs. 25,000/- (Rupees Twenty-five thousand only) consolidated amount will be paid as stipend. No extra payment is admissible on account of D.A./HRA/Transport Allowance. Lodging and boarding should be arranged at the individual's own expense.
3. To be eligible for the award of a certificate, you must complete a minimum of six months of internship in the library.
4. **Your engagement as a "Library Professional Trainee" is purely on a temporary basis, and you will not have any right to seek regularisation in any post in Shreenivas Deshpande Library, IIT(BHU).**
5. On completion of the tenure, the assignment shall automatically terminate.
6. Leaving the internship before completion is discouraged except for higher studies or a government job, and in all such cases, the intern must serve a one-month notice period.
7. You have to submit a self-attested colour passport-size photograph (2 copies) with a photocopy of your application form, Aadhaar, bank account passbook, and all educational certificates at the time of joining.

This letter is issued with the approval of the competent authority.

19/12/25
आचार्य प्रभारी / Prof. In-Charge
श्रीनिवास देशपांडे ग्रंथालय
Shreenivas Deshpande Library
भा.प्रौ.सं.(का.हि.वि.)/IIT (BHU)
वाराणसी-221005/Varanasi

**Professor In-Charge**