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DESIDOC
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Defence Scientific Information & Documentation Centre (DESIDOC)
Government of India, Ministry of Defence
Defence Research and
Development Organisation
Metcalfe House, Delhi – 110 054

DESIDOC/6003/HRD/2021-2022/Apprentice

Dated: 01/09/2022

TO WHOM IT MAY CONCERN

This is to certify that **Shri Tapas Giri, S/o Gunadhar Giri** has joined the DESIDOC as Apprentice under one year of Apprenticeship Programme in **Library and Information Science (LIS)** from 11.04.2022 to 31.08.2022 at **Defence Scientific Information & Documentation Centre (DESIDOC), DRDO, Ministry of Defence.** He has worked in Defence Science Library and Monographs Division of DESIDOC. He has worked for 05 months (approx.) as Apprentice in DESIDOC.

During his training period in Defence Science Library (DSL), DESIDOC, he learnt the library in-house activities like Circulation using 'KOHA' software and Reference service. He also worked in "Development of Database and Barcoding of Bound Volumes of Journals" where he did the task of data entry by physical checking the bound volumes and barcoding the bound volumes. He has learnt the InDesign and Photoshop Software for desktop publishing of Monographs and got the ample exposure in using this software.

During his Apprenticeship, we found him sincere and hard working. He has the ability to learn new things quickly and works well with the team. He bears a good moral character.

We wish him every success in life.

Alka Bansal 1/9/22

Alka Bansal
Scientist 'F'
Group Head, Monographs

Dr. Mohd. Yousuf Ansari
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