



भारतीय प्रबंध संस्थान कोषिकोड
INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE
IIM Kozhikode Campus P.O., Kunnamangalam, Kozhikode 673570
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**RECRUITMENT OF LIBRARY ATTENDANT CUM STOCK ASSISTANT AND
LIBRARY & INFORMATION ASSOCIATE ON CONTRACT**
Notification No. C-39/2021-IIMK.HR

Applications are invited for the contractual positions of Library Attendant Cum Stock Assistant and Library & Information Associate on contract at Indian Institute of Management Kozhikode.

Sl.N o.1	Position	Library Attendant Cum Stock Assistant On Contract
	Qualification	Minimum Graduation and above
	Experience	Minimum 2 years' work experience.
	Maximum Age Limit	32 years
	Consolidated Monthly Remuneration	Rs. 15,300/- (including Rs.300/- towards telephone allowance)
	skills required	Basic knowledge of Computers Reading, writing and speaking in English and Hindi is added advantage. (Job involves segregating and shelving of English and Hindi books and other reading material.
	Job Profile	<ul style="list-style-type: none">▪ Dusting and cleaning of books, periodicals (both loose and bound volumes) and other reading material of the LIC.▪ Shelving and Display of books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media, if any;▪ Manning the Check Point in the absence of the LIC staff.▪ Shelf rectification: Putting, rectifying and shifting of books, periodicals (both loose and bound volumes), and documents in other media.▪ Arrangement of chairs, tables in respective units, sections and the reading halls.▪ Assisting users in searching of books, periodicals (both loose and bound volumes), and documents in other media and finding /tracing of misplaced books and periodicals (both loose and bound volumes) etc.;▪ LIC services for users with special needs and general readers too;▪ Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other media: Depending on the requirements stamping tag, pasting the spine tags, if any;▪ Undertaking Xeroxing work, preparing sets of Xeroxed copies for circulation;▪ Shifting of books and periodicals, and documents in other media from respective sections to the Stacks and other places;▪ Searching out the damaged books and periodicals, mending them and preparing them for binding;▪ Pasting of barcode labels/RFID tags and magnetic strips on books, periodicals etc.;▪ All other such jobs may be assigned from time to time by the librarian
Date & Time of Interview	To be announced	

