



भारतीय प्रबंध संस्थान कोषिकोड्
INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE
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RECRUITMENT OF LIBRARY & INFORMATION ASSOCIATE (DIGITAL LIBRARY) ON CONTRACT AND LIBRARY ATTENDANT CUM STOCK ASSISTANT ON CONTRACT

Notification No. C-12/2023-IIMK.HR

Applications are invited for the contractual positions of Library & Information Associate (Digital Library) and Library Attendant cum Stock Assistant at the Indian Institute of Management Kozhikode.

Sl. No.1	Position	RECRUITMENT OF LIBRARY & INFORMATION ASSOCIATE (DIGITAL LIBRARY) ON CONTRACT
	Essential Qualification	Masters in Library & Information Science (MLISc.) AND P.G. Diploma in Digital Library & Information Management OR Post Graduate Diploma In Digital Library And Data Management (PGDDLDM) OR Diploma in Library Automation and Networking (DLAN). OR Post-Graduate Diploma in Library Automation and Networking (PGDLAN).
	Experience	<ul style="list-style-type: none">➤ Minimum 1-2 years of Practical experience working with Open Source Software technologies like Koha, DSpace Moodle etc.➤ Working knowledge in Database Management Systems like MySQL, Postgre SQL etc.➤ Advanced level experience in customization and configuration of Koha and DSpace.➤ Webpage design and content management.
	Skills Required	<ul style="list-style-type: none">• Working knowledge of Koha, DSpace and content management Systems• Working knowledge of reference management tools.• Fair understanding and knowledge of copyrights and intellectual property rights and practices.• Good communication and interpersonal skills with Enthusiasm and passion for learning new skills and delivering services.• Knowledge of using emerging new tools and technology for LIS services.
	Desirable Skills	<ul style="list-style-type: none">▪ Knowledge of JSP, PHP, Perl Scripting, jQuery, etc.▪ Knowledge of coding languages such as HTML, Python, and Java.
	Job Profile	<ul style="list-style-type: none">➤ Installation of Koha, DSpace as per project requirements.➤ Assist the LIC team in the customization and localization of KOHA DSpace software, Content creation and management as per IIMK LIC standards.➤ Knowledge of Electronic resources and databases of business management.➤ Prepare bibliographies and indexes. Edit MARC records as per standards.➤ Manage library data and reports utilizing library software systems.➤ Assist staff in collecting, cataloguing, preparing, and organizing library materials according to established policies.

		<ul style="list-style-type: none"> ➤ Any other job as assigned by the Librarian from time to time. ➤ The selected candidate is expected to work 6 days a week (Monday – Saturday) on any of the three shifts, including nights and holidays.
	Maximum Age Limit	28 years
	Monthly Remuneration	Rs. 24300/- (Including Telephone allowance of Rs.300/-).
	Date and Time of Interview	To be Announced.
Sl. No.2	Position	Library Attendant Cum Stock Assistant On Contract
	Qualification	Graduation in any subject
	Experience	Minimum 2 years of office work experience.
	Skills Required	<ul style="list-style-type: none"> ➤ Basic knowledge of Computers. ➤ Reading, writing and speaking in English and Hindi is added advantage. (Job involves segregating and shelving English, Hindi and Indian Language 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 and tables in respective units, sections and reading halls. ▪ Assisting users in searching for books, periodicals (both loose and bound volumes), and documents in other media and finding /tracing 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 ▪ The selected candidate is expected to work 6 days a week (Monday – Saturday) on any of the three shifts, including nights and holidays.
	Maximum Age Limit	25 years

Monthly Remuneration	Rs. 18300/- (Including Rs.300/- towards telephone allowance)
Date and Time of Interview	To be Announced.

General Information and Conditions:

1. Interested and eligible candidates may submit applications online at <https://iimk.ac.in/> latest by **5:00 pm of 16-03-2023.**
2. Candidates are requested to upload their photograph, certificates and signature, as per the format prescribed in the online portal.
3. Candidates, who have submitted their applications, are advised to visit our website/ check their emails regularly to get updates regarding interview schedule, changes if any.
4. The engagement to the above position will purely be on a contract basis for an initial period of six months. Further extensions will be subject to job requirements and performance.
5. Based on details submitted in the application, Academic & professional profiles submitted, candidates will be shortlisted for the selection process and interview.
6. Eligible applications would be screened, and only shortlisted candidates will be interviewed; through video conference. Time slots will be communicated by email.
7. If selected, engagement will be subject to verification of all certificates and experience at the time of joining.
8. Canvassing in any form and bringing in any influence, political or otherwise, will automatically disqualify the candidate for the position.
9. The decision of the Director, IIMK, regarding the selection, shall be final.

The last date for online application is 5:00 pm on 16-03-2023.

Dated: 17-02-2023



J. L. S.
17/02/2023
for In Charge HR Office