



**RECRUITMENT OF LIBRARY & INFORMATION ASSOCIATE**

**Notification No. C-44/2024-IIMK.HR**

Applications are invited for **02 (two)** Library & Information Associate positions **contractually** at the Indian Institute of Management Kozhikode.

<b>Qualification</b>	Full-time Master's Degree in Library Science /Information Science/ Documentation Science or an equivalent professional degree with at least 60% marks (or an equivalent Grade on a point scale wherever grading system is followed) and a consistently good academic record with Knowledge of computerization of library.
<b>Experience</b>	Post-qualification experience of 1-2 years in IIMs/IITs/NITs is desirable, but not mandatory.
<b>Skills required</b>	<ul style="list-style-type: none"><li>• Excellent communication skills.</li><li>• Excellent hands-on experience with MS Office tools such as MS Outlook, Word, PowerPoint, Excel, etc.</li><li>• Knowledge of procurement of learning resources.</li><li>• Basic Knowledge of IT applications used in libraries.</li><li>• Knowledge of library procedures and standards (such as DDC, MARC format, etc.).</li><li>• Hands-on experience in library management software applications such as KOHA, DSPACE, etc., is essential.</li><li>• <i>Good Knowledge of business information sources and electronic databases.</i></li><li>• Fair understanding and Knowledge of copyrights and intellectual property rights and practices.</li></ul>
<b>Job Profile</b>	<ul style="list-style-type: none"><li>• The selected candidate will need to work shift duties.</li><li>• To assist in procurement of course material, i.e., books, articles, business cases, simulations, etc., from HBS, Case Centre, and other sources.</li><li>• For various programs offered by IIM Kozhikode.<ul style="list-style-type: none"><li>- To perform library outreach activities.</li><li>- Answering user reference queries.</li><li>- Compilation of usage statistics regularly.</li><li>- To create course packs and send the single-click links to the Programme Office as per the approvals.</li><li>- To download copyright-free articles for the courses.</li><li>- To assist in invoice processing.</li><li>- Maintain usage statistics.</li></ul></li><li>• Liaise with the programme office and other academic departments to coordinate course material requests.</li><li>• Conduct guided tours of the Indian Business Museum (IBM), maintain IBM tour records, develop assets and artefacts list,</li></ul>

	and curate IBM content. <ul style="list-style-type: none"> <li>• Content creation and updating for Libguide</li> <li>• Attend to any other job as assigned by the Librarian during exigencies, directly or indirectly related to the above jobs.</li> </ul>
<b>Maximum Age Limit</b>	<b>30 years (with usual relaxations as per Govt of India guidelines)</b>
<b>Monthly Remuneration</b>	<b>Rs.24,300/- (including Rs.300/- towards telephone allowance)</b>
<b>Date and Time for Interview</b>	<b>To be announced</b>

**General Information and Conditions:**

1. Interested and eligible candidates may submit applications online at the careers page of the Institute website <https://iimk.ac.in/> latest by 05:00 p.m of **15-08-2024**.
2. Candidates must ensure they are eligible according to the criteria stipulated in the notification before applying. If the candidate is found ineligible at any stage of the recruitment process, they will be disqualified, and their candidature will be canceled.
3. Candidates are requested to upload their educational & experience certificates, photograph, signature, Mark lists, and certificates (from Std.10th onwards), and community certificates in case of SC/ST/OBC/EWS if any, as per the format prescribed in the online portal.
4. Mere eligibility will not entitle any candidate to be called for an interview. If many applications are received, a screening/ written test will be done to limit the number of candidates. Only shortlisted candidates will then be considered for physical/online interviews. Intimation of the interview will be sent by e-mail to the shortlisted candidates.
5. The engagement to the above post will be purely on a contractual basis for an initial period of 179 days; further extensions up to a maximum of 5 years will depend upon the Management's decision and job requirements. The selected candidate/s will have no right/claim for continuation or regular appointment.
6. Application without signature or incomplete in any other aspect will be summarily rejected.
7. Canvassing in any form will be a disqualification. No interim correspondence shall be entertained.
8. Age relaxation as per Government of India norms will apply to produce relevant certificates at the time of interview.
9. The competent authority reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/cancel the recruitment exercise.
10. The Institute reserves the right to Revise/Reschedule/Cancel/Suspend the recruitment process without assigning any reason. The decision of the Institute shall be final, and no appeal in this regard shall be entertained.
11. No TA/DA shall be paid to the candidates for attending the written test/physical interview.
12. If selected, engagement will be subjected to verification of all certificates (educational and experiences) at the time of joining.
13. The decision of the Director, IIMK, regarding the selection will be final.

**Last date for online application is 5:00 pm of 15-08-2024**

Dated: 26-07-2024



*J. Libin*  
26/07/2024  
AAO (HR-Staff Matters)