



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"><li>▪ Dusting and cleaning of books, periodicals (both loose and bound volumes) and other reading material of the LIC.</li><li>▪ Shelving and Display of books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media, if any;</li><li>▪ Manning the Check Point in the absence of the LIC staff.</li><li>▪ Shelf rectification: Putting, rectifying and shifting of books, periodicals (both loose and bound volumes), and documents in other media.</li><li>▪ Arrangement of chairs, tables in respective units, sections and the reading halls.</li><li>▪ 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.;</li><li>▪ LIC services for users with special needs and general readers too;</li><li>▪ 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;</li><li>▪ Undertaking Xeroxing work, preparing sets of Xeroxed copies for circulation;</li><li>▪ Shifting of books and periodicals, and documents in other media from respective sections to the Stacks and other places;</li><li>▪ Searching out the damaged books and periodicals, mending them and preparing them for binding;</li><li>▪ Pasting of barcode labels/RFID tags and magnetic strips on books, periodicals etc.;</li><li>▪ All other such jobs may be assigned from time to time by the librarian</li></ul>
Date & Time of Interview	To be announced	

Sl.N o.2	<b>Position</b>	Library & Information Associate On Contract
	Experience	Minimum 1-2 years post qualification experience in library operations and information services
	Skills Required	Working knowledge and hand one experience of KOHA dSPACE is essential Fair understanding and knowledge of Copyrights and intellectual property rights and practices
	Job Profile	<ol style="list-style-type: none"> <li>1. Customization and localization of KOHA and dSPACE software as per IIMKs LIC needs.</li> <li>2. The role entails responsibility of academic course support, and assistance in procuring course materials like business cases, simulations, games, notes exercises etc from HBS, Case Centre, IIMA and other sources.</li> </ol> <p>The key tasks involved are;</p> <ul style="list-style-type: none"> <li>• To check the availability status and price of the of the course materials.</li> <li>• To create coursepacks and sending the single click links to the Programme Office as per the approvals</li> <li>• To download he copyright free articles required for the courses.</li> <li>• To Provide assistance in invoice processing</li> <li>• To help in maintaining usage statistics and usage reporting.</li> <li>• To liaise with Programme Office and other academic department in order to coordinate the course material requests.</li> </ul> <ol style="list-style-type: none"> <li>3. Provides assistance in acquisition related works using Koha open source library management software.</li> <li>4. Attend to any other job as assigned by the Librarian during exigencies, directly or indirectly related to the above jobs.</li> </ol>
	<b>Maximum Age Limit</b>	28 years
	<b>Consolidated Monthly Remuneration</b>	Rs. 20,000/- (plus Rs. 300/- towards telephone allowance)
	<b>Qualification &amp; Experience</b>	<p><b>Full- time Master of Library &amp; Information Science (MLISc)/MLIB from a recognized University with minimum 55% marks.</b></p> <p>In addition, the candidates should have good English communication, proficiency in MS-Office, Internet and good understanding and knowledge of business management electronic databases.</p>
	<b>Date &amp; Time of Interview</b>	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 14-11-2021.**
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, for getting update regarding change of interview schedule, if any.
4. The engagement to the above position will purely be on 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 by the candidates will be shortlisted for 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 e-mail.
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/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the position.
9. Decision of the Director, IIMK regarding the selection shall be final.
10. Interested and eligible candidates are required to apply ONLINE through our website <https://iimk.ac.in/>

**Last date for online application is 5:00 p.m. of 14-11-2021.**

Dated: 29-10-2021



  
Consultant (GA)