



RECRUITMENT OF LIBRARY & INFORMATION ASSOCIATE

Notification No. C-06/2020-IIMK.HR

Applications are invited for the position of Library & Information Associate on contract basis at Indian Institute of Management Kozhikode.

Qualification	Master of Library & Information Science (MLISc) from a recognized University with 55% marks. <i>In addition, the candidates should have good English communication, proficiency in MS-Office and Internet usage.</i>
Experience	Minimum one year post qualification experience in library operations and information services
Desirable Qualification	Working knowledge of KOHA library software
Job Profile	<ul style="list-style-type: none">• To have a focal point to support Technical processing and print subscription services and also to provide assistance in general library services.• Provides assistance in Data entry and Accessioning (Acquisition Section) of Books• Provides assistance in Procurement of Course Material (HBS Cases, Readings & Articles etc.), Status Checking and Coursepack.• Support upkeep and maintenance the Business Museum, Curation of the Business Museum objects/artefacts/graphics/fittings etc., and Conducting guided tours to all the dignitaries/guests/visitors in the Business Museum.• Attend to any other job as assigned by Chief Librarian and Information Officer during exigencies, directly or indirectly related to above jobs.
Maximum Age Limit	30 years
Monthly Remuneration	₹ 18,300/- (including ₹300/- towards telephone allowance)
Date and Time for Interview	To be announced

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 3:00 p.m of **28.06.2020**.
2. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the notification.



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3. Candidates, who have submitted their applications, are advised to visit our website/check their emails regularly, for getting update on date of interview schedule, to be carried out through online platform.
4. Shortlisted candidates alone will be interviewed.
5. Candidates are requested to upload their certificates, photographs, signature, Final mark lists (SSLC onwards), community certificates in case of SC/ST/OBC/EWS, Experience certificate, if any, as per format prescribed in the online portal.
6. Maximum age limit is 30 years as on date of notification. Age relaxation as per Government of India norms will apply on production of relevant certificates at the time of interview.
7. The engagement to the above post will be purely on contractual basis and will have no right/claim for continuation or regular appointment.
8. Canvassing in any form will be a disqualification. No interim correspondence shall be entertained.
9. 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.
10. Decision of the Director, IIMK regarding the selection will be final.

Dated: 17-06-2020


17/6/2020
Senior Administrative Officer- HR

