



INDIAN INSTITUTE OF MANAGEMENT AMRITSAR
Recruitment Advertisement No.: 03/2019

No.: IIMASR/Personnel/Rectt. /03/2019

Dated: 21st September 2019

Indian Institute of Management (IIM) Amritsar is the 15th IIM set up by the Ministry of Human Resources Development with the support of the Government of Punjab. The institute has graduated three batches of MBAs with 100% placement with increasing compensation package year after year. The Institute is looking for enthusiastic and hardworking candidates with a strong passion to institution building.

The permanent campus is to be built in a 60-acre land and the campus masterplan is already completed. Construction of the permanent campus is expected to commence shortly and should be ready to house the incoming batch of 2021.

The temporary campus of the Institute is well-equipped with learning and technological resources conducive to teaching, learning, and research. With diversity of students and faculty from all over India, the Institute reflects a truly national character commensurate with its status as an institute of national importance.

IIM Amritsar invites applications in the prescribed format from Indian nationals for the following post on purely Contract basis.

S. No	Name of the position	Consolidated Pay	Age Limit	No. of Vacancies
1.	Digital Library Information and Technology Professional	Salary Range (Rs 39000/ -Rs 45000/ Per Month) Note - Based on Experience and Last Pay drawn	Below 35 years	01



IIM Amritsar requires Digital Library Information and Technology Professional to work in the following domains.

1. User orientation

- a. Online Databases
- b. Offline Databases (CMIE prowess, CAPITALINE, ACE, Data stream, Reuters, District GDP, Census of India, etc.
- c. E-Journals (Discovery & A-Z)
- d. Assisting individual students/AAs/RAs for databases & e-journals
- e. Interface with students' Committees
- f. Information literacy
- g. Reference cum citation software
- h. Organize the workshop

2. User Awareness and other promotional services

- a. Arrangement of library materials
- b. New arrivals (books, journals & news)
- c. Display of faculty publications (books & journals articles) and Library notice board
- d. Cyber lab
- e. Self-operated Photocopy machine
- f. Remote'XS facility
- g. Other services like circulation privileges, ILL, reference, etc.
- h. Library website, IR & OPAC
- i. Preparing posters for services and databases to aware the users about the same
- j. Display the reference guidelines & how to use the database on notice board and web
- k. Organise book and publisher exhibitions
- l. Library Quiz and similar activities

3. Reference and circulation services

- a) Knowledge of citation/reference manager software
- b) Assist in preparing and updating library database guide
- c) Handling and managing the circulation counter

4. Print books, e-Books and periodicals acquisition and online procurement & Library Technology

- a. Acquisition License agreements, Issues related with copyright restrictions
- b. Discount rates and negotiation
- c. Duplicate check and verification of access / download rights and formats
- d. Checking the access, i.e., Patron driven, Rental, Subscription, etc.
- e. Communicating platform specifications
- f. Checking with e-book aggregators
- g. Checking the Usage statistics
- h. Downloadable MARC records and integration with Discovery service
- i. Cataloguing and classification of the book
- j. Maintenance of the inventory / register
- k. Online book procurements
- l. Checking the comparison of different online vendors

- m. Selection of online vendors and procuring without any time delay
- n. Scout for more discounts / better prices
- o. Scout for availability of rare books, odd and old publications
- p. Accounting for different payment options, i.e., COD and Credit card.
- q. Checking the materials after delivery
- r. Monitoring returns for defective materials
- s. Checking the invoice and price proof
- t. Checking and settlement of credit card payment.
- u. Managing print and digital resources like ILMS, Digital library software, ERMS, etc
- v. Content Discovery services
- w. Open Source software applications
- x. Website development and management
- y. Mobile applications for libraries
- z. Digital displays and VR applications & Managing RFID and other technology applications in libraries.

5. Other areas as allotted by the reporting officer from time-to-time.

Qualification, Experience & Skill Requirements:

A Bachelor's degree in Library & Information Science (BLISc) with minimum two years' relevant experience.

Age: Min. 25 years and Max. 35 years.

Government of India instructions on reservation will be followed.

Salary & Allowances:

Selected candidates will be offered a fixed term appointment for a period of one year on a consolidated monthly salary extendable for another two years based on performance and project requirements.

How to Apply:

Interested candidates may send their application and soft copies of relevant details including scanned copies of marks cards, degree certificates, and experience certificates with a cover letter clearly mentioning the post applied for, to the e-mail address given below on or before **5.30 PM on Saturday, September, 28th 2019**

e-mail address for sending application: hr@iimamritsar.ac.in

Sd/- Nodal Officer

GENERAL CONDITIONS:

1. The applicant must be a citizen of India.
2. The appointment is in Indian Institute of Management Amritsar, which is an Institute of national importance under the Ministry of Human Resource Development, Government of India.
3. All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement as on the last date for receipt of the applications. They are advised to ensure their eligibility for making an application to the post. No enquiry asking for advice as to eligibility will be entertained.
4. The prescribed essential qualifications are the minimum. Mere fulfilling of the minimum advertised qualification and experience requirements does not automatically entitle an applicant to be called for interview/test.
5. The Institute reserves the right to devise its shortlisting criteria for the position advertised. The duly constituted Screening Committee will shortlist the candidates adopting such criteria. The candidate should therefore, mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, supported with documents and ensure that all details are in full and accurate.
6. The period of experience rendered by a candidate on part-time basis, daily wages, etc. will not be counted while calculating the valid experience for shortlisting the candidates for interview.
7. The decision of the Competent Authority at IIM Amritsar in all matters relating to eligibility, acceptance or rejection of any/all applications, fixing the eligibility criteria, the equivalence of qualifications, mode of screening/selection, the conduct of interview, will be final and binding on the candidates.
8. No interim correspondence or personal enquiries shall be entertained by the Institute.
9. Institute reserves the right to seek any other certificate including vigilance clearance from the candidates already in service at any time during the process.
10. The Institute solely reserves the right not to fill the advertised position without assigning any reason.
11. The above position requires full 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves fully to the Institute are expected to apply.
12. Appointment orders issued by the Institute shall be provisional. The Institute may verify the antecedents or documents (subject to character/antecedent/Police verification, verification of all original documents, experience certificate and other relevant documents) submitted by a candidate at the time of interview and the appointment. In case it is found at any time that any of the facts/documents submitted by the candidate are falsified or tampered or the candidate has doubtful antecedents/background and has suppressed the said information, then his/her candidature shall stand cancelled and services may be terminated without assigning any reason and notice period.
13. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of the appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates in the matter.
14. Addendum/deletion/corrigendum (if any) shall be posted on the Institute website only.

15. Canvassing of any nature and/or bringing any influence/pressure from any quarter will be treated as a disqualification for the post.
16. Legal disputes if any will be restricted within the jurisdiction of Distt. Amritsar, Punjab only.
17. The Institute reserves the right to reject any application without assigning any reason whatsoever
18. The Institute also reserves the right to extend the closing date for receipt of applications, etc.
19. All correspondence from the Institute including interview call letter, the result, etc. shall be sent to the e-mail address provided by the shortlisted candidate only.
20. Any matter for which no specific instruction has been given shall be decided by the Institute and the decision shall be final and binding on the applicants.
21. The aforesaid terms & conditions shall be supplementary and in addition to the terms of appointment order/ contract, which shall be issued to the selected candidate, if any.

Nodal Officer
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