



**INDIAN INSTITUTE OF MANAGEMENT AMRITSAR**  
Punjab Institute of Technology Building, Inside Govt. Polytechnic Campus  
Polytechnic Road, P. O. Chheharta, G.T. Road, Amritsar (Punjab) – 143105

No. IIMASR/Personnel/Rectt. /07/2020

Dated: 13/07/2020

Indian Institute of Management Amritsar [<http://iimamritsar.ac.in>] invites online applications from the eligible candidates for the following position on a regular basis.

**About IIM Amritsar**

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 four batches of MBAs with 100% placement with increasing compensation package year after year. The permanent campus is to be built on a 61-acre land. The Hon'ble Minister of HRD Shri Ramesh Pokhriyal 'Nishank' performed the ground-breaking Bhoomi Pujan ceremony on October 7<sup>th</sup>, 2019, and the construction of the permanent campus is expected to commence shortly. The temporary campus of the Institute is well-equipped with learning and technological resources conducive to teaching, learning, and research. With the 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. The Institute is looking for an enthusiastic and hardworking candidate who has a strong passion for contributing to institution building and helping it in achieving its stated goals.

<b>S. No</b>	<b>Name of the Post</b>	<b>Assistant Library and Information Officer</b>
1.	No. of post(s)	01
2.	Classification of post	Regular (UR)
3.	Pay Level as per 7 <sup>th</sup> CPC	Pay Level – 7
4.	Age Limit for Direct Recruits	Not exceeding 40 years
5.	Educational & Other Qualifications for Direct Recruitment	Essential: First-class degree in Library Science or Library & Information Science from a recognized university or Institute.  Desirable: A diploma or a certificate course in Information Technology.

6.	Experience	<p>Essential: Five years' professional experience in a library in a Central University/ Central Autonomous Bodies in the Higher education area, out of which minimum of three years' experience in IIMs/ IITs, Three years' experience in handling administrative, academic activities of the Institute related to the students.</p> <p>Desirable: Three years' experience in handling the Library work independently.</p>
7.	Job Description	To acquire and manage the library resources, which includes acquiring, organizing, managing, and distributing library resources and ensuring that the Library meets the needs of all its users. Responsible for planning, budgeting, implementing, and administrating the functions of the Library, establishing and implementing library policies and procedures. Liaising with academic staff, external organizations viz. IIMs and IITs and other Higher Educational institutes, publishers, and book suppliers. Any other academic/administrative students' activities.
8.	Method of selection	Written Test and Interview

### How to Apply:

1. Candidates are required to apply through online mode only at the official website of IIM Amritsar, i.e. [www.iimamritsar.ac.in](http://www.iimamritsar.ac.in) Last date for submission of online applications is **July 27<sup>th</sup>,2020 (1700hrs)**.
2. All Candidates (except candidates belonging to SC, ST, and PwD category) are required to pay a non-refundable **application processing fee of Rs.1000 (Rupees One Thousand only)**.
3. Candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Persons with Disabilities (PwD) are required to pay a non-refundable **application processing fee of Rs.500 (Rupees Five Hundred Only)**.
4. Candidates will have to apply for each category of post separately and also pay the fee for each category of the post if applying for more than one position.
5. Candidates are advised in their interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the IIM Amritsar website on account of heavy load on the

website during the closing days. Late applications will not be entertained, and the Institute will not refund the application fee.

6. Institute does not accept any responsibility for the candidates not being able to submit their applications with a fee within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Institute.
7. After the successful submission of an online application, candidates must take a printout of the application form for submitting the same along with the requisite documents, duly self-attested, as and when called for by the institute committee for the written test.
8. The Institute will verify the information furnished by the candidates in their applications about the original documents during the Document Verification. During verification of documents, if it is found that any information provided by the candidate in the application is wrong, his/ her candidature will be rejected instantly. The candidates should ensure that they have furnished correct information in the application form.

### **General Conditions:**

1. A candidate applying for the above position must be a citizen of India.
2. The appointment is in the Indian Institute of Management, Amritsar, which is an Institute of national importance established during the year 2015 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 closing date for receipt of the applications, i.e. **July 27<sup>th</sup>, 2020**. Applicants are advised to ensure their eligibility before applying for a post. No inquiry asking for advice as to eligibility will be entertained.
4. The documents will be verified with original testimonials at the time of written test if the applicant is called for the same.
5. If a candidate is applying for more than one position, a separate application will be required to be filled in by the candidates, along with a separate fee.
6. The prescribed educational qualification and experience are the minimum. Mere fulfilling of the minimum advertised qualification and experience requirements does not automatically entitle an applicant to be called for written test /interview. The Institute reserves the right to restrict the number of candidates for written test/interview to a maximum of five or less.
7. The Institute reserves the right to devise its criteria for shortlisting the candidates for all the positions advertised. The duly constituted Screening Committee will shortlist the candidates adopting such criteria. Candidates 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 complete and accurate.

8. The period of experience rendered by a candidate on a part-time basis, daily wages, etc. will not be counted while calculating the requisite/relevant experience for shortlisting the candidates for written test/interview.
9. The decision of the Institute 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 test/examination/interview, will be final and binding on the candidates.
10. The Institute shall entertain no interim correspondence or personal inquiries.
11. Candidates working in the Government/Semi-Government/Public Sector Undertakings should apply through proper channel. They should submit a No Objection Certificate from the present employer at the time of filling an online application.
12. During the process of selection, the Institute reserves the right to seek any other certificate including vigilance clearance in respect of the candidates already in service at any time.
13. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for the receipt of applications.
14. The age limit is relaxable for candidates belonging to SC/ST/OBC/PwD category, as per existing rules for which applicants have to attach the requisite certificates.
15. The Institute solely reserves the right to cancel or not to fill any/all the advertised positions without assigning any reason.
16. All the above positions require a full 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves wholeheartedly to the Institute are expected to apply.
17. Appointment orders issued by the Institute to the finally selected candidates shall be provisional. The Institute shall 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 the written test/interview and the appointment. In case later on, if it is found at any point of time that any of the facts/documents submitted by a candidate are falsified or tampered with, or the candidate has doubtful antecedents/background and has suppressed the said information, then his/her candidature shall stand cancelled and his/her services may be terminated.

18. All appointments shall be subject to the satisfactory completion of the probation period. Further, 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.
19. Addendum/deletion/corrigendum (if any) shall be posted on the Institute website only.
20. Canvassing of any nature and bringing any influence/pressure from any quarter will be treated as a disqualification for the post.
21. Correspondence, if any, from the Institute, including written test/interview call letter of the shortlisted candidates shall be sent to the E-mail ID provided by the candidate. It is the sole responsibility of the candidate to provide the correct E-mail ID. For updates, please visit the Institute's website, i.e [iimamritsar.ac.in](http://iimamritsar.ac.in).