

August 14, 2017

Position: Senior Library & Information Assistant
Job Code: 06

Number of Post(s): One

Educational Qualifications:

MLISc (Full-time, First Class) from a reputed UGC recognized institution, with a very good academic record throughout.

Experience:

At least 3 years of post-qualification experience with proven credentials in the following responsibilities.

Desirable Qualifications / Experience:

- Work experience in higher educational institutions of high repute such as IIMs, IITs etc.

Upper Age Limit: 35 years as on closing date of applications

Pay Scale: Pay Band 2: Rs.9300-34800 GP: Rs.4200

Probation: As per GoI rules

Roles and Responsibilities:

- Carrying out circulation of books, magazines and ILL activities
- Cataloging, classification of books into library software
- Record keeping of serials and Project reports
- Processing of bills / Maintenance of records, documentation, etc.
- Assisting in developing digital library
- Assisting in compilation of usage reports of library resources
- Assisting in delivering various library services (CAS, SDI)
- Providing reference service to IIMV community
- Assisting in library orientation
- Handling student feedback process
- Assisting in stock verification
- Any other tasks assigned from time to time

Key Skills/Abilities/Knowledge required:

- Knowledge of MARC 21, Dublin Core and Bibliographic utility tools and HTML
- Knowledge of workflow in Automated Acquisition, circulation, and serials control system
- Knowledge of Virtua or any international library software
- Business research skills
- Knowledge of cataloging and classification of library resources using DDC, MARC 21 and LOC subject headings

- Knowledge of trends and issues in electronic resources
- Good interpersonal skills with a solution-oriented mind-set.
- Should be self-motivated and be able to work independently, with timely follow up and customer service orientation.
- Have strong commitment to service and willingness to work in a demanding work environment
- Proficiency in MS Office, e-mail, other library software etc.
- Good communication skills in English – oral and written.
- Ability to plan, organize and maintain accurate written & electronic records of all relevant work in the department.
- Ability to prioritize work and effectively manage the same.
- Be open and flexible to work beyond normal working hours as per the requirements
- Be capable of handling the queries independently and efficiently
- Be open minded, sincere, honest, accountable, and be a team player with positive attitude.

Terms & Conditions of Appointment

1. Place of work: Visakhapatnam, Andhra Pradesh, India
2. In addition to basic pay, the incumbent will also be eligible for allowances as admissible to Central Government Employees stationed at Visakhapatnam and as adopted by the Institute.
3. Higher start in the scale may be considered for exceptional and deserving candidates.
4. The terms and conditions of appointment shall be as per the relevant GoI Rules for the respective positions.

Important Points and Dates to remember

1. Interested and eligible candidates are invited to apply using the prescribed online application format only, available on the (www.iimv.ac.in/careers) page. All information furnished MUST be based on supporting documentation. Incomplete/incorrect applications are liable to be rejected.
2. However, at this stage of application, copies of certificates NEED NOT be attached/submitted. Such proof would be sought ONLY from short-listed applicants.
3. Applications should be complete in all respects. Additional sheets as needed may be used and referenced suitably, as part of the CV.
4. All online applications (along with CV) should be received on or before **September 8, 2017**. No hardcopy application would be considered. It is reiterated that no copies of certificates need be enclosed at this stage.
5. In case of any difficulty in filling/submitted the online application, please contact staffrecruit@iimv.ac.in by giving your name and contact details and clearly describing the specific issue.
6. Selected candidate is expected to join latest by **November 30, 2017**.

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