



विद्या परं दैवतम्

IIM

भारतीय प्रबंध संस्थान विशाखपट्टणम
Indian Institute of Management Visakhapatnam

**Recruitment of Library Interns
Ref. No. 2018 / 02 of February 15, 2018**

- A. Position:** Library Intern – Job Code (12)
- B. No. of Positions:** Two
- C. Functions:**
- To facilitate various activities of Library including processing and circulation of library materials.
 - To handle reference queries.
 - To handle day-to-day library operations
 - To attend to any other task assigned by the reporting, reviewing, controlling authorities.
- D. Essential Qualifications:**
- Master's Degree in Library & Information Science (MLISc) recognised by UGC/AICTE, with a first class (i.e. minimum 60%)
- E. Experience:**
- Essential**
- Hands-on experience in using MS Office software
- Desirable**
- One-year post-qualification work experience in an academic library of repute (as on closing date of application)
 - Hands-on experience on Library Software Application (VTLS, KOHA)
- F. Terms of Appointment:**
- On contract for one-year, renewable, based on performance and conduct, at the sole discretion of the competent authority
 - Selection based on test and/or personal interview
 - Venue for the selection process is the Institute's campus
 - No TA/DA will be provided for attending selection interview
 - Selected candidates will need to work in shift duty (8 AM to 4 PM and 12 PM to 8 PM) and may need to work on holidays too, based on Institute requirements.
 - Selected candidates to work six days a week (8-hour shift) on rotation on a weekly one-day off basis.
 - No accommodation or any other facilities are admissible during the internship
 - Institute reserves the right to terminate internship any time without assigning reason and without giving any advance notice
 - A certificate would be issued on successful completion of internship, based on performance and conduct.
- G. Age:**
Not exceeding 30 years as on the closing date of applications.

- H. Stipend**
Rs. 10,000/- (Rupees Ten Thousand only) per month, all inclusive.
- I. Reporting: To the Assistant Librarian or any other functionary as may be identified by the competent authority**
- J. Other Terms & Conditions:**
- (a) Mere fulfilment of qualifications and experience does not entitle a candidate to be short-listed. The Institute would restrict the candidates to be called for the selection process to a rate not exceeding 10 (ten) candidates per position.
 - (b) The place of work is the Institute's campus. It is presently located in Andhra University, Visakhapatnam, Andhra Pradesh.
 - (c) Candidates are advised to visit the website of IIM Visakhapatnam (www.iimv.ac.in/careers) regularly for updates regarding this recruitment. Amendments, corrigenda (if any), will be placed on the Institute website only.
 - (d) The Institute reserves the right to consider the candidature of persons who may not have applied.
 - (e) The Institute reserves the right not to fill up the position(s).
 - (f) The Institute will communicate only with short-listed candidates.
 - (g) No correspondence from applicants shall be entertained during the recruitment process.
 - (h) Canvassing in any form will be a disqualification.
 - (i) The selected candidates are expected to join immediately.
 - (j) In all matters of recruitment and selection, the interpretation and decision of the competent authority of the Institute shall be final and binding.
 - (k) Disputes (if any) shall be subject to the jurisdiction of civil courts of the city of Visakhapatnam, Andhra Pradesh.
 - (l) Interested candidates are invited to apply using the prescribed format only, available on the careers page: (www.iimv.ac.in/careers). Applications should be complete in all respects. Additional sheets as needed may be used and referenced suitably. All information furnished MUST be based on supporting documentation. Incomplete/incorrect applications or applications not received in the prescribed format are liable to be rejected.
 - (m) At the time of submitting the application, copies of certificates/supporting documentation NEED NOT be attached/submitted. Such proof would be sought ONLY from the short-listed applicants.
 - (n) Filled in applications in the prescribed format should be received (preferably by mail on ID: staffrecruit@iimv.ac.in) on or before **FEBRUARY 26, 2018**. It is reiterated that no copies of certificates/supporting documentation need be attached at this stage.
 - (o) The address to which applications (if not sent by mail) should be addressed is:

THE HEAD – ACADEMIC PROGRAMS & ADMINISTRATION
INDIAN INSTITUTE OF MANAGEMENT VISAKHAPATNAM
ANDHRA BANK SCHOOL OF BUSINESS BUILDING
ANDHRA UNIVERSITY CAMPUS
VISAKHAPATNAM - 530 003, ANDHRA PRADESH

- (p) The Institute will not be responsible for any postal or other delays.
