Advertisement No. R-02/2020

Indian Institute of Management Kozhikode invites **online applications** from suitable candidates for the following post.

<table>
<tr><td colspan="3">1. LIBRARIAN (Group-A)
(DIRECT RECRUITMENT OR DEPUTATION /ON CONTRACT)</td><td>Post Code: LIB</td></tr>
<tr><td colspan="2">No. of vacancies</td><td colspan="2">01 (One) (UR-01)</td></tr>
<tr><td rowspan="3">Pay Level in case of</td><td>Direct Recruitment</td><td colspan="2">Level-13A;
Rs. 1,31,100- Rs. 2,16,600/-</td></tr>
<tr><td>Deputation</td><td colspan="2">In case of appointment on deputation basis, pay fixation will be governed by the instructions issued by the Department of Personal and Training vide OM No: 6/8/2009-Estt. (Pay II) dated 17th June, 2010 as amended from time to time.</td></tr>
<tr><td>Contract</td><td colspan="2">Consolidated remuneration of Rs.1,80,000/- pm (subject to vary); Negotiable for experience from Libraries of international standard.</td></tr>
<tr><td colspan="4">Qualification: Master's Degree in Library Science/ Information Science/ Documentation Science.
Desirable: M. Phil/PhD degree in Library Science /documentation/archives/and manuscript keeping Evidence of innovative library service and organization of published work.
Minimum 55% marks in Master's degree.</td></tr>
<tr><td colspan="4">Experience: At least Thirteen (13) years as Deputy Librarian in a University Library or eighteen (18) years' relevant experience as a College Librarian.</td></tr>
<tr><td colspan="4"><p>Important Note:</p>
<blockquote>Relevant experience means "Must have handled <u>Head/Chief Librarian position</u> in a advanced/computerized Library of international standards with evidence in implementation of ICT based Library Systems, innovative policies and procedures, Library budget administration, Library Security, international cataloguing standards, web technologies, library software, preferably in an Academic Institution of National or State importance or Autonomous Institutions/reputed Knowledge Centers of private firms. Experience in related media. technology and information services aligned to knowledge management is also desirable.</blockquote>
<blockquote>Desirable: Exposure to Library systems integrated to ERP System-Student Centered Learning Management Modules, Repository management/service, digital lib software applications, knowledge based bibliographic search systems, METADATA standards and implementation. Publications in peer reviewed Journals/reputed Journals on current trends. Membership in ALA/SLA/SIS/ILA , MANLIBNET etc.</blockquote>
<blockquote>Please refer to detailed <u>Job Description</u> attached before applying.</blockquote></td></tr>
<tr><td colspan="4">Age Limit: 50 years. (56 Years for Deputation and 62 years for Contract basis)
Age Relaxation for Ex-Servicemen/PwD: As per Govt. of India Rules</td></tr>
<tr><td colspan="4">Method of selection: Interview only</td></tr>
<tr><td colspan="4">Tenure of appointment (in case of deputation/contract): 3 years</td></tr>
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Instructions:

1. Application is to be submitted **online** from **22.10.2020** to **21.11.2020 (up to 15.00 hours).**

2. **For calculation of age**, **21.11.2020** ie. the last date of submission of online application will be taken into account.

3. Application fee of ₹.119/-, inclusive of 18% GST & 1% Kerala Flood Cess is to be paid through online payment system. There is no application fee for SC/ST/PwD/Women and Departmental Candidates of IIMK. **Application fee once remitted will not be refunded.**

4. The eligibility, age, qualification, etc. prescribed shall be calculated as on the last date of submission of online application.

5. There is no upper age limit for departmental candidates holding regular positions in IIMK for direct recruitment posts.

6. Candidates working in Government/ PSUs / Autonomous Institutions **must forward their applications through proper channel.** Print out of application can be sent as advance copy. However their applications will be considered, subject to receipt of print out of the application through proper channel **or submission of NOC at the time of interview**.

7. Apprenticeship or Training in any form will not be counted as part of experience.

8. While considering previous experience of Non-Govt. officials specified for the position, equivalent pay (basic pay without any allowances) should be calculated as equivalent to the entry pay in the corresponding level of 7thCPC (6th CPC for the period before 01.01.2016).

9. **Submission of online application:** Candidates are required to fill up the requisite data in the online application form. It is mandatory to submit printout of the application form along with proper supporting documents, otherwise the application will not be considered.

10. **Submission of hard copy of application: Printed copy of the application <u>duly signed</u>** along with **self-attested copies of following documents/certificates** should be sent by Speed Post/ Registered Post/ Courier, clearly writing on the top Left Corner of the Envelope **"Application for the post of _____ Post Code___"** addressed to :
    Chief Manager (HR)
    Indian Institute of Management Kozhikode
    IIM Kozhikode Campus P.O, Kozhikode, Kerala – 673 570
    a) Matriculation Certificate/10th Board Certificate, as proof of date of birth.
    b) Educational qualification certificates with final marks sheet as specified for the post.
    c) Experience certificate (from latest employment to earlier ones mentioning period of employment)
    d) Salary certificate (as per the requirements specified for equivalent pay). Proper documentary evidence is required for proving the salary for the entire requisite period.
    e) Community certificate for SC/OBC (Non-Creamy Layer)/EWS in the format prescribed by the Govt. of India.
    f) Discharge Certificate for Ex-servicemen/ Medical Certificate from Medical Board for PwD.
    Incomplete applications and/or hard copy of application without proper supporting documents will be summarily rejected.

11. Graduation received from Armed Forces will not be taken in to consideration for posts advertised with Pay Level-06 and above.

12. The Institute reserves the right to restrict the number of candidates at all stages of the selection process to a reasonable limit on the basis of qualifications, level and relevance
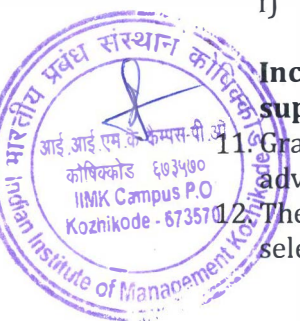
of experience higher than the minimum prescribed in the advertisement and other academic achievements.

13. Shortlisted candidates alone will be called for interview for the post. At the time of face to face interview, there will be certificate verification as part of selection process and those candidates, who are not meeting the criteria as fixed, will be summarily rejected from the process of selection, even though they have been called for the interview. In case Interview is held online, selection will be subject to verification of all certificates at a later stage.

14. The Selection Committee reserves the right to fix the criteria for selection/interview.

15. Candidates are required to regularly visit our website (www.iimk.ac.in) for getting updates and no correspondence/interim queries/telephonic enquiry regarding interview/ selection will be entertained.

16. In the event of any of the particulars declared by the candidate or documents submitted were found to be false, at any stage of selection, the candidature will be cancelled without any notice.

17. Application of candidates having experience from non-governmental offices or private firms will be summarily rejected, if they do not fulfill minimum equivalent pay criteria or relevant experience criteria as mentioned in the advertisement.

18. Any application without copies of supporting documents/pay slips/pay details/ experience certificate (with details of pay) certified by the respective firm, **for each tenure of experience** will be summarily rejected for insufficient documentation.

19. Appointment of the selected candidates will be subject to clearance of antecedents and other reference verification checks.

20. Canvassing in any form will be a disqualification.

21. The Institute reserves the right to fill or not to fill the advertised position without assigning any reason.

22. In all matters relating to the conduct, selection and appointment of the above advertised posts, the decision of the Director, Indian Institute of Management Kozhikode shall be final and no further query on the subject would be entertained.

IIM Kozhikode Campus
21.10.2020

Lt. Col. M Julius George (Retd.)
Chief Administrative Officer

JOB DESCRIPTION

Librarian

Department : Library and Information Center

Job Description   –

Part A: Job Specification

Job Purpose
- To head the library and information services function in support of the vision and mission of IIMK; oversee Indian Business Museum and coordinate PR and Media communications.

Reporting and Relationships
- Reports to Director , IIMK
- Reportees : Deputy Librarian(1), Assistant Librarians (2) , Public Relations & Communications Manager and supporting staff .

Job Context &Major Challenge(s)
- IIMK knowledge eco system has more than 1500 high calibre learners at all times, an eminent full time faculty cadre besides visiting and adjunct faculties from India and abroad from leading business schools. All are heavy users of Library systems and its resources 24x7, and demands latest updates in respective areas/specialisations, tools and technologies.
- IIMK Library follows a hybrid strategy integrating analog & digital collection & services.
- Services are entirely through IT infrastructure, applications and internet. All sourcing to be done globally from institutes of international repute, cost competitively.
- Timely sourcing is highly essential and mission critical for access to all students, faculty and other customers. Also to assure premier educator access levels from global academic institutions; effective stack management for servicing books, latest cataloguing & digital object integration technologies , security of intellectual capital and at the same time promotion of wide usage of the repository services are needed.
- Being a Centrally Funded Technical Institution under Ministry of HRD, Govt of India effective coordination with Government institutions and other academic institutions is frequently needed; act as a consortia lead to IIM Libraries.
- Teaching activity as required; and oversee PR and Media Communications outside Library management areas.

Financial Dimension
- Involves budget controls around Rs 7.0 Crores.

Generic Accountabilities – All Employees

Safety Health & Environment
- Ensure all activities are undertaken in compliance with Institute's Safety, Health and Environment and Quality policies, regulations and standards of Institute.

Confidentiality
- Confidentiality of any document and working procedures and protocols are never to be divulged to a third party without explicit approval of Competent authority. This accountability is a condition of employment/services for all staff/faculty, irrespective of their nature of employment contract.

IIMK-Diary
- Ensure that IIMK-Dairy is maintained for day-to-day job/activity controls and reviews periodically

Key Job Accountabilities

1. Provide overall leadership to management of library resources , services and operations and ensure users receive latest technologies , tools, applications to access those resources at all times.
2. Lead IIM Libraries Consortium and the eSS Consortium, in product evaluations, negotiations, recommendations etc. for optimum utilization of funds and learning resources.
3. Develop and maintain a scholarly research ecosystem supporting research life cycle including holding orientation sessions for faculty and researchers on research methods, reference management, similarity verifications, citations, impact enhancement and scholarly publishing
4. Lead/facilitate Social Research Networks and administration of Researcher identifications.
5. Ensure compliance and guide in copyright/licensing of e-resources
6. Release annual budget plans and forecasts for library resources aligned to IIMK programmes and plans and student needs.
7. Steer interfaces with academic offices and support offices to ensure library resources are fully utilised and services operate uninterruptedly.
8. Fostering partnerships with international universities, institutions and centers of excellence especially Harvard Business School , Richard Ivy league cases etc, besides other IIMS and premier institutions in India for academic learning by collaborating with different academic programm offices to enhance reach & resourcing capabilities of IIMK.
9. Ensure effective monitoring and evaluation of utilisation of library resources by students, faculty and and other subscribers.
10. Ensure efficacy of remote access authentications and SSO applications.
11. Ensure timely sourcing and distribution of articles/ readings/ reports required for all courses by using different information resources subscribed by the library.
12. Ensure the availability of latest pedagogical tools/ games , simulations, core curriculam readings and multi-media cases based on requests received from different Programm offices.
13. Ensure circulation of books to expand availability, search and reference services, and library member records.
14. Ensure effective stack management techniques through effective classifications and for timely

Key Job Accountabilities

rectification of books

15. Provide necessary direction for management of Library Museum, upkeep and maintenance to ensure its visitors carry a unique image of IIMK .

16. Conduct periodical cost recovery audits for loss, non-return of books , damages etc.

17. Ensure subscription and timely renewal of electronic journals, corporate, business/ industry databases, online scholarly information service and e-portal memberships.

18. Ensure effective coordination of the inter library loan (ILL) activities relating to books for IIMK users and other IIMs

19. Ensure periodical conduct of library induction program for IIMK user community & coordinating user orientation/training program for various information products and services on regular basis

20. Direct coordination of various library projects/services: research support services, open-access resources, RePEc Archives, QR Code Technology implementation, Subject Guide implemenation, ERMS etc.

21. Direct training scheduling activities of library interns.

22. Direct upkeep and maintenance of all serials including subscriptions of all print publications.

23. Ensure effective cataloging and classification of books, e-books (offline), CD-ROMs, new arrivals alert etc.

24. Direct to secure and maintain institutional repository services (D Space), monitor its usage, periodical updates to its technology as required and dissemination of digital material, research publications, papers

25. Review and direct library automation, digitalisation programs, migration from LibSys Package to Open Source software, KOHA ensuring cost effectiveness.

26. Supervision, performance management of subordinates, interns including interventions for their professional development, skill enhancement and leadership capabilities to prepare for effective and timely succession planning.

27. Advise Director and Board on matters of Library Science and related matters to ensure sustainability of IIMKs library resource management capabilities at all times.

28. Coordinate PR and media communication activities; supervise PR & Media Manager and PR Consultant of IIMK.

29. Extend periodical support to Greenstone Digital Library Software users in the South Asia

30. Any other assignment as advised by Management to represent IIMK or otherwise in various forums.

Key Job Accountabilities

Part B: Person Specification – Minimum Requirements

Qualifications (minimum levels of qualifications , with gradation as provided by Institutes/Universities eg I Class or 60% marks; or specialisation subjects etc or all)

- **Essential**: Master's degree in Library Science/Information Science/Documentation Science or an equivalent professional degree
- **Desirable:** . Atleast 55% marks (or an equivalent grade in a seven point scale, wherever grading system is followed); M.Phil or PhD in Library Science/Documentation/archives/manuscript keeping , evidence of innovative library service and organisation of published work.

Knowledge and/or Experience (Academic cerifications if any, substitutable with equivalent years of experience that can provide equivalent knowledge; experience areas/ activities need to be clerly mentioned)

- **Essential:** Thirteen (13) years as Deputy Librarian in a University Library or eighteen (18) years' experience as a College Librarian.
- **Desirable:** Exposure to Library systems integrated to ERP System-Student Centered Learning Management Modules, Repository management/service, knowledge based bibliographic search systems, METADATA standards and implementation. **Publications** in peer reviewed Journals/reputed Journals on current trends. **Membership** in ALA/SLA/SIS/ILA , MANLIBNET etc

Technical/ Business Skills (Please describe levels of exposure / measurable levels of skills and/or expertise that directly impacts performance)

- **Essential**: Knowledge of computerised library service, digital library software applications,
- **Desirable:** Exposure to ERP/SAP- Student centered Learning management Modules.Familier with Access Authentication Technology, RFID, Digital Library software, Greenstone software.