



## INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

### *Requires*

### **Librarian**

The Vikram Sarabhai Library (VSL) of IIMA is one of the best management Library in Asia. It has over 2,00,000 books, 2,75,000 ebooks, 30,000 journals, 2400 working papers of IIMA faculty and many more. In addition, the VSL provides reference, indexing, bibliographic services etc. The Library has fairly large number of electronic information resources, it is open for 24 hours and is fully automated. The Librarian enjoys the faculty status subject to certain norms.

The Institute is looking for a dynamic and a passionate Librarian to head the Library of the Institute.

#### **Brief Job Description (though not exhaustive):**

- Overall supervision and management of all the sections / departments of the library.
- Management of library staff and monitoring their professional work.
- Budget processing, monitoring the library spending, seeking necessary approvals for spending and ensuring financial processes are followed as per Institute's rules.
- Planning and management of Information Technology applications in the library.
- Management of library resources (including e-resources) and services with the help of library staff.
- Library Maintenance: Ensure that all maintenance activities of the library which includes, housekeeping, electrical, computer, other repair work etc. are regularly conducted.
- Circulation Department: Guiding the circulation in-charge staff members to carry out their functions smoothly, manually as well as on automated library system.
- Managing the Library Staff including the shift duty of circulation & contract staff: Monthly duty arrangement of circulation staff and contract staff i.e. library trainees & stack assistants. In the absence of any staff, arranging duty of another staff.
- Library trainee management / Allotment of work: Allotment of work to library trainees and proper supervision of the work done by them.
- Staff Development and Training: Ensure the personal development and continuous learning for the staff.
- Conduct regular staff meetings, preparation of minutes of meetings and monitoring action items as per the minutes.
- Stock verification of library resources.
- Implement the Library Committee recommendations: Provide the help in the follow-up work of the last library committee meeting.

**Qualification & Experience Requirement:**

- First Class (60% or above) in MLISc or equivalent qualification, with a first class (60% or above) in graduation. NET or SLET/SET qualified. Ph.D. is desirable.
- Overall 20 years of experience in a Library with minimum 5 years working as Deputy Librarian in an academic library of repute.
- Managing Library in a computerized environment with experience in innovative applications of ICT in library operations/services.
- Managing e-resources including e-journals, e-books, etc.

**Reporting to:** The selected person will report to the Chairperson, Library Committee / Director.

**Age:** Maximum 50 years as on last date of Application. Institute provide age relaxation as per GOI rules.

**Salary & Allowances:** Selected candidate will be offered a fixed term appointment for a period of three years on a consolidated monthly salary on CTC mode, which may be extended for further period as required. **Salary will not be a constraint for the deserving candidate and will be commensurate with the candidate's profile and experience.**

Interested candidates are advised to **APPLY ONLINE ONLY** latest by **September 22, 2021**.

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