



भारतीय प्रबंध संस्थान अमृतसर
INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

Adv. No. IIM ASR/Rectt. -06/2022/019

Dated: 07/07/2022

Indian Institute of Management Amritsar [<http://iimamritsar.ac.in>] invites online applications from the eligible candidates for the following position on a **Contract** 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 five MBA batches with 100% placement and increasing compensation packages yearly. The permanent campus is under construction on a 61- acre and should be ready to house the incoming batch of 2023. The Institute's temporary campus is well-equipped with learning and technological resources conducive to teaching, learning, and research. With a 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 a candidate with a strong passion for institution building.

Job Title	Junior Associate / Associate – Library
Number of Positions	One (01), UR
Age Limit	Not exceeding 32 years of age as on closing date for receipt of the application.
Employment Type	Contractual
Essential Job Functions	<ul style="list-style-type: none">• To assist the LIO in offering library services to faculty and the students.• To assist in acquiring, organizing, managing and distributing library resources and ensuring that library provisions meet the needs of all its users.• In addition, upkeep of Library records and equipment, liaising with departmental academic staff, to assist in planning and implementing the administrative and budgetary functions of library and information services, external organizations and book suppliers.• Assists with daily tasks of the library such as issuing new library cards, checking out library materials, receiving returns, collecting late charges, and determining outstanding materials.• Returns, or oversees and trains volunteers to return, books and materials to stacks.• Locates books or other reference materials to assist patrons; refers requests requiring professional assistance to reference librarian.• Explains computer systems, card files, and other reference sources and how to use such systems to patrons.• Prepares purchase requests, orders supply, and, upon delivery, processes and distributes supplies and materials throughout the library.• Assist to LIO for implementation of latest tools and techniques.



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	<ul style="list-style-type: none">• Preparation and updating of section manual (Library procedures, rules and regulations, process and services of their section).• Completes routine descriptive cataloguing.• Examines books for damage; repairs or facilitates repairs when needed.• Assists in preparing exhibits, seasonal displays, and bulletin boards throughout the library.• In addition, any other relevant work may be assigned by the Competent Authority.
Minimum Required Educational Qualifications/ Experience	<ol style="list-style-type: none">1. Post Graduate in Library Science or related discipline with a minimum of 60% marks.2. Preferably one-year experience in relevant field.3. Excellent verbal and written communication skills.4. Proficient in Microsoft Office Suite or related software.5. Ability to remain professional and courteous while interacting with library patrons.
Remuneration/ Other conditions	Consolidated monthly remunerations, based on qualification and experience and other eligible benefits as per the institute's policy.
Method of selection	Interview.

How to Apply:

1. Candidates are required to apply through online mode only at the official website of IIM Amritsar, i.e., <https://iimamritsar.ac.in/p/career-1>. The last date for submission of online applications is **21 July 2022 (1730hrs)** through payment gateway.
2. All Candidates are required to pay a non-refundable **application processing fee of Rs.500 (Rupees Five-Hundred 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.250 (Rupees Two Hundred Fifty Only)**.
4. 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.
5. 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 reasons mentioned above or for any other reason beyond the control of the Institute.



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6. 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 interview.
7. The Institute will verify the information furnished by the candidates in their applications with 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 fulfill 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 **21 July 2022 (1730hrs)**. 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 interview time if the applicant is called for the same.
5. The prescribed educational qualification and experience is the minimum. Mere fulfilling of the minimum advertised qualification and experience requirements does not automatically entitle an applicant to be called for an interview. The Institute reserves the right to restrict the number of candidates for interview to a maximum of five or less.
6. 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. Therefore, candidates should 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.
7. 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 interview.
8. 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.
9. The Institute shall entertain no interim correspondence or personal inquiries.



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10. During the selection process, the Institute reserves the right to seek any other certificate, including vigilance clearance in respect of the candidates already in service at any time.
11. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for the receipt of applications.
12. The age limit is relaxed for candidates belonging to SC/ ST/ OBC/ PwD category, as per existing rules for which applicants have to attach the requisite certificates.
13. The Institute solely reserves the right to cancel or not to fill any/all the advertised positions without assigning any reason.
14. 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.
15. Appointment orders issued by the Institute to the finally selected candidate 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 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.
16. In case of any inadvertent mistake in the selection process, 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.
17. Addendum/ deletion/ corrigendum (if any) shall be posted on the Institute's website only.
18. Canvassing of any nature and bringing any influence/ pressure from any quarter will be treated as a disqualification for the post.
19. Correspondence, if any, from the Institute, including 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., www.iimamritsar.ac.in

Shivali Rathore
Nodal Officer

शिवाली राठी
SHIVALI RATHORE
Nodal Officer

पीआईटी बिल्डिंग, सरकारी पॉलीटेक्निक परिसर, पॉलीटेक्निक रोड, छिहरता, जी.टी. रोड अमृतसर
वेबसाइट: www.iimamritsar.ac.in, दूरभाष: 0183-2820040
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