



# INDIAN INSTITUTE OF MANAGEMENT

Prabandh Nagar, IIM Road, Lucknow-226013 (U.P.)

Website: [www.iiml.ac.in](http://www.iiml.ac.in)

Advt. No. IIML/Rectt-12C/2019

October 16, 2019

## Advertisement for Library Trainee on Contract Basis

Indian Institute of Management Lucknow (IIML) invites applications from eligible candidates for three numbers of Library Trainee (2 for IIM Lucknow campus and 1 for IIM Lucknow-Noida Campus) purely on contract basis for a period of one year. The details are given below:-

Name of Position & Stipend	Eligibility Criteria & Job Requirement
<p><b>Library Trainee –</b> 03 positions (02 for IIM Lucknow campus &amp; 01 for IIM Lucknow-Noida Campus)</p> <p>Monthly Stipend Rs. 20,000/- (all inclusive)</p> <p>Age- Below 30 years as on date</p>	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"><li>• Post-Graduates in Library &amp; Information Science with first class (60% marks or equivalent grade if no class awarded) from recognized Indian Universities and having a consistently good academic record.</li><li>• Knowledge of computers is MUST.</li><li>• Good typing speed.</li><li>• Good communication skills and a pleasing personality.</li><li>• Fresher can also apply.</li></ul> <p><b>Job Profile:</b></p> <p>Day to day library housekeeping operation in computerized environment. (Document issue/return, shelving, user interaction, OPAC search, file, and paper movement, etc.) Newspaper clipping in digital format. The job can also be assigned for Acquisition, Classification and Cataloguing of documents.</p> <p><b>The selected candidate will be required to work in extended duty hours (Till 09.30 pm), shift duty or Saturday, and Sunday as the case may be, as library operates in two shifts.</b></p>

### GENERAL CONDITIONS:

1. The selected candidate (s) will be engaged purely on contract basis for a period of 1 year from the joining of the Institute.
2. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for the Written Test/ Interview. The Institute reserves the right to restrict the number of shortlisted candidates for further selection process to a reasonable number on the basis of higher qualifications.
3. The date for Written Test / Interview will be communicated later to the shortlisted candidates **through email ONLY**. The candidates are advised to check their emails regularly.
4. The shortlisted candidates will be required to bring all original Certificates, Degrees and other documents pertaining to their educational qualification, professional qualification, work experience, age etc. for verification purpose at the time of Written

Test / Interview along with **one set of photocopies of these documents**. Failure to do so may result in cancellation of their candidature.

5. Crucial date for determining the age limit shall be the closing date for the receipt of applications.
6. No TA/DA or any other incidental expenses will be reimbursed to attend the Written Test / Interview.
7. The position of Library Trainee is of purely contractual nature and thus candidate(s) will have no right to claim any regularization/absorption etc. in the Institute.
8. Candidates are advised to visit the website of IIM Lucknow ([www.iiml.ac.in](http://www.iiml.ac.in)) regularly for any updates, amendments and corrigendum. It will be placed on the Institute website only.
9. The number of positions of Library Trainee may be increased or decreased depending upon the requirement of the Institute. The Institute also reserves the right not to fill the vacancy, if it desires so.
10. No interim correspondence will be entertained.
11. Canvassing in any form will be a disqualification.
12. Legal disputes if any will be restricted within the jurisdiction of Lucknow only.

**How to Apply:**

**HOW TO APPLY**

Interested and eligible candidates may submit their form online by clicking on the following Google-form link on or before **31.10.2019 (5:00 pm)**:

<https://forms.gle/Pgvp7x1y3tUL7Bfp8>

**No other mode of application will be entertained.**

***For any query / clarification please feel free to contact Librarian at 0522-6696965.***

**Officer on Special Duty**  
Indian Institute of Management  
Prabandh Nagar, Off Sitapur Road  
Lucknow – 226 013