



भारतीय प्रबंध संस्थान बंगलूर
INDIAN INSTITUTE OF MANAGEMENT
BANGALORE

Ref: IIMB/HR/RECT/2024/56

Date: 21 June 2024

About IIMB	The Indian Institute of Management Bangalore (IIMB) is a leading graduate school of management in Asia. Under the IIM Act of 2017, IIMB is an Institute of National Importance.
Industry/Service	Higher Education
Post/Job Title	Junior Professional Assistants - Library
Job Type	Contractual – Non-Teaching
No. of positions	3 positions
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none">• Shelving of current periodicals, and creating holding records• Maintenance, and preservation of physical and digital collections• Knowledge of any ILS circulation, and cataloguing modules• Technical processing (cataloguing & classification)• Weeding and maintenance• Assistance in stock verification• Transactions (check-In, check-out, reserve, and requests)• Compilation statistics of all transactions• Maintaining TOC of print serials• Shelf rectification• Assistance in inventory management• Daily newspaper and magazine processing• Maintaining displays, and notice boards
Key Skills and Ability Requirements	<ul style="list-style-type: none">• Operation of printers, and scanners• RFID Inventory, and RFID Kiosk• Cataloguing (MARC 21), and classification DDC 21st edition for technical process• MS Excel and Word (Intermediate level)• Any ILS cataloguing and Circulation modules
Qualification and Personal Profile	The candidate should be a Graduate/Postgraduate in Library Science/Information Science/Documentation Science from a recognized university/institute with proficiency in computerized library service
Compensation	The compensation will be equivalent to level 3. The compensation will be fixed based on IIMB Contract Appointment Rules.

Interested candidates may fill the application using the link: [here](#)

The closing date for applications is 6th July 2024. Only shortlisted candidates will be intimated. It is mandatory to fill in all the fields in the application and relevant supporting documents are to be uploaded. Incomplete applications will not be considered.