



विद्या परं दैवतम्

IIM

भारतीय प्रबंध संस्थान विशाखपट्टणम

Indian Institute of Management Visakhapatnam

Advertisement Ref. No. IIMV/HR/RECTT. /LT/01/2025 dated 20-05-2025

Indian Institute of Management Visakhapatnam invites applications from eligible candidates for the position(s) of **Library Trainee (s)** on fixed term contract basis for a period up to 1 year:

Name of the Post	Library Trainee
Essential Educational Qualifications	<p>Post Graduate Degree in Library Science (MLIS) from recognized Universities with good academic record.</p> <p>(Candidates who have appeared in final year/semester exam and are expecting their result before conduct of written test and personal interaction may also apply but must produce the final marks sheet at the time of test & interview or at the time of joining, as a proof of having passed the requisite qualifying exam.)</p>
Preferred Skills	<ol style="list-style-type: none">1. Proficiency in Computer applications.2. Good communication skills in English & Hindi (oral & written)
Job Description	<ol style="list-style-type: none">1. To assist in procurement of course material i.e. books, articles, cases, simulations, etc.,2. To assist in procurement of library resources (print & online).3. To perform library outreach activities.4. To perform any other duties assigned by the reporting authorities from time to time.

A. Terms and Conditions:

1. **Number of positions:** As per the requirement of the Institute at the time of recruitment.
2. **Age:**
 - i. Not exceeding 30 Years as on the last date for submitting the application. Relaxation in upper age will be applicable as per Govt. of India rules. The Institute may also consider relaxation in upper age-limit in deserving cases.
3. **Consolidated Salary:**
 - i. Consolidated monthly pay from Rs. 25,000/- (Rupees twenty-five thousand only) depending on the qualification's performance in the selection process.
 - ii. No other allowances are applicable.
4. **Nature of Appointment:** The selected candidate shall work on six days per week basis and must perform duty in various shifts i.e. day & night. Library Trainee will assist in all day-to-day library operations and attend any other duties assigned by the reporting

authorities from time to time. The trainees shall report to the Head of the Department.

5. **Duration of Training:** One year from the date of joining. The duration may be extended further by one more year based on the performance in same Nomenclature.
6. Candidates successfully completing the one-year training shall be assessed with a test and certificate provided on the Successful Completion of Training. Candidate not completing the one-year training and intends to leave in between shall not be provided with any certification.
7. The Trainees shall not claim any rights to employment into regular services of the institution.
8. As the library is operated beyond working hours, preference shall be given to local candidates, and no accommodation will be provided for trainees has to make their own arrangements.

B. Selection procedure:

1. The Screening Committee constituted by the Competent Authority shall conduct the screening of applications to shortlist the candidates. The Selection Committee constituted for this purpose shall conduct necessary process which may include a written test, skill test, personal interview and/or other types of assessment (online or physical mode) for selection of the suitable candidates.
2. Selection of candidates will be based on their performance in the written test and personal interaction. No TA/DA will be paid for appearing in the selection process. Candidates are requested to bring with them the certificates in original in support of date of birth, qualification & category, experience, if any during the selection process.
3. The institute shall have right to cancel the engagement process at any time without assigning any reasons.
4. The Engagement as Library Trainee (Purely on Temporary basis) can be terminated by the Institute at any time without assigning any reason thereof on 30 days' notice. However, in case a Library Trainee wishes to resign, he/she will have to give 30 days' advance notice or Pay remuneration in lieu thereof, before resigning from the engagement.

C. General:

- a. All the educational qualifications acquired should be duly recognized in law.
- b. The Institute may select and/or shortlist suitable number of candidates to address present and/or future requirements.
- c. Mere fulfilment of qualifications and experience does not entitle an applicant to be short-listed. The Institute reserves the right to restrict the candidates to be called for the selection process to a reasonable number, based on relevant criteria, higher than the minimum prescribed.
- d. Age and experience would be reckoned as on the closing date of applications.
- e. Higher salary may be considered for deserving candidates i.e., of outstanding merit or exceptional record of performance.
- f. **Place of posting:** The Institute is currently operating from permanent campus in Gambheeram village, Anandapuram Mandal, Andhra Pradesh. The appointee

required to operate from permanent campus for discharge of duties assigned, as frequently as needed.

- g. Candidates are advised to visit the website of IIM Visakhapatnam (www.iimv.ac.in/careers) regularly, for updates. Amendments, corrigenda (if any), will be placed on the Institute website only.
- h. The Institute will communicate only with short-listed candidates.
- i. No correspondence from applicants shall be entertained during the recruitment process.
- j. Canvassing in any form will lead to disqualification.
- k. The Institute requires the selected candidates to join within thirty days of receipt of the offer.
- l. In all matters of recruitment such as screening, shortlisting, selection, fixation of salary etc., the interpretation and decisions of the relevant Committees and/or the Competent Authority of the Institute shall be final and binding.
- m. The Institute may create a pool of prospective candidates and may offer positions, based on the requirements at the time of recruitment as well as those arising in the future, from time to time.
- n. The Institute reserves the right to act and take decisions as deemed fit, in all matters relating to (i) eligibility; (ii) acceptance or rejection of the application; (iii) incomplete or incorrect information (if any) furnished by the applicant; (iv) shortlisting and selection. No request or correspondence of any kind in this regard would be entertained.
- o. Institute also reserves the right to post/transfer the selected candidates to any other department/area/ division or assign additional duties any time during the service as per the requirement of the Institute and/or in public interest. The designation, role and responsibilities are liable to change accordingly. They can be changed, or additional duties may be assigned by the Competent Authority, as per the work requirements of the Institute.
- p. The Institute may not fill any, some or all the advertised positions; or cancel the advertisement in whole or in part, without assigning any reason and without incurring any liability.
- q. The Institute also reserves the right to extend the closing date for receipt of applications; restrict, enlarge, modify or alter the requirements or recruitment process in whole or part, if such need arises, without issuing any further notice or assigning any reason thereof.
- r. Disputes (if any) shall be subject to the jurisdiction of competent courts of the city of Visakhapatnam and Andhra Pradesh.

D. How to apply:

1. Interested candidates are invited to apply using the on-line application form available on Institute's website <https://iimv.ac.in/careers> . Applications submitted in any other format will not be accepted.
2. Candidates must read and understand the guidelines for filling online applications clearly, before starting to fill the application.
3. Candidates, after filling, uploading necessary documents and submitting the application shall get a confirmation email from the Institute indicating successful submission of the application.
4. All information furnished MUST be based on supporting documentation. Incomplete/ incorrect/sketchy applications are liable to be rejected.
5. Applications without photograph, signature and relevant documents uploaded shall be liable for rejection.
6. Physical copy of the application need NOT to be submitted.
7. The candidates shortlisted and called for next stage of recruitment process should submit the self-attested photocopies of all the certificates and documents in support of date of birth, category (wherever applicable), education and experience as uploaded at the time of submitting application and indicated in call letter, along with original certificates for verification. Failure in producing the certificates/documents as above will lead to disqualification of the candidature for further recruitment process.
8. **Cut-off date for submitting the application in this recruitment cycle is 03-Jun-2025 (Tuesday) by 17:00 Hrs.**
9. Applications received after last date and time may be considered for next cycle.
10. The Institute is not responsible for any delay in submission of the application.
