INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
POWAI, MUMBAI 400076.

Advertisement No.: Admin-II/EXT356/2023

Job Title
LIBRARY OFFICER

Job Reference Number
50505812

Application End Date
21.12.2023

Type of Employment
Permanent

No. of Position(s)
2

Application Category(s)
2(OBC-1, UR-1)

IITB Recruiting:

IIT Bombay invites online applications from Indian citizens having requisite qualification(s) and experience for two positions of Library Officer post, to be deployed to the Central Library, on selection.

Essential Qualifications & Experience:

Master's degree in Library Science / Information Science/ Documentation science or an equivalent professional degree with at least 55% marks or equivalent grade point average with relevant experience of six after the qualifying degree, out of which three years should be at Level 7 (44900-142400) or one year should be at Level 8 (47600-151100) or equivalent.

Applicant should have demonstrated ability of using library software and experience in library computerization. For applicants with Ph.D. degree in relevant discipline, duration of Ph.D. up to three years will be counted towards experience.

Job Profile:

Working closely with the Head, Central Library, Library Officer is a key contributor responsible for a range of critical functions including procurement of books, subscription of e-resources, cataloging, classification, user services, and maintaining the overall effective library services. This role demands a steadfast commitment to sustaining an organized and accessible library environment, coupled with a dedication to delivering exemplary service to students, faculty, and researchers.

Key Responsibilities:

 Acquisitions and Subscriptions:

Oversee the procurement of books, e-books, standards, reports and other relevant learning materials.
Collaborate with vendors and publishers to negotiate favorable terms for acquisitions.

Cataloging and Classification:

Utilize expertise in MARC21, Dublin Core, and UDC classification system for accurate cataloging and classification of library materials.
Ensure the systematic organization of resources for easy retrieval.

User Services:

Interact with library users to understand and address their educational and research needs.
Provide guidance on the use of library resources, including digital platforms.
Coordinate shelving, inventory management, and other housekeeping duties.

Technology Integration:

Stay informed about emerging library technologies and contribute to their seamless integration into library services.
Provide technical support for library-related systems such as Koha, DSpace, and open-source Content Management Systems.

Staff Supervision and Training:

Supervise and train library support staff and interns in various library tools and technologies.
Foster a collaborative and knowledgeable team environment.

Flexible Work Schedule:

Be prepared to perform duties on weekends, holidays, and participate in shift rotations as required.

Communication:

Demonstrate strong verbal and written communication skills in interactions with library users, staff, and other stakeholders.
Contribute to the development of library-related documentation and reports.

Ad Hoc Duties:

Undertake any other duties assigned from time to time to ensure the efficient functioning of the Central Library.

Pay Details:

Pay: Level 10 (Rs 56100 - Rs 177500)
Age limit: 40 years (as on the application closing date) with applicable age relaxations.

General information:
1) These are permanent positions of the post as per the Recruitment Rules and Promotion Policy of the Institute.

2) Scrutiny/ Screening of applications:

Applications received in response to the advertisement will be scrutinized and only scrutiny-in applicants will be called for further selection process. Merely fulfilling the requirements prescribed in the advertisement will not automatically entitle an applicant to be called for further selection process. It may not be possible and/ or convenient to conduct the shortlisting process for all eligible applicants, and under such circumstances, the Institute can limit the number of applicants to be called for shortlisting process on the basis of qualifications and/or experience higher than the minimum prescribed in the advertisement. Hence, applicants should give all relevant details of qualification and experience with supporting documents, if any.

3) Selection Process:

There shall be a written test for shortlisting, marks of which will not be carried forward for further selection process. Only shortlisted candidates will be called for final round of selection process, i.e.,

interview. The final selection will be through interview.

Procedure:

On the basis of the performance of candidates in the written test, a shortlist of maximum 5 candidates, in order of merit, per number of positions advertised under each category will be drawn, subject to they getting marks above the cut-off as specified below (in case of tie in marks/ score, all the candidates with equal marks may be called for further selection process).

The cut-off percentage (absolute or normalized basis) for UR & OBC (NCL) are 60 and 54 respectively. Only such shortlisted candidates will be called for final interview.

4) Applicants should ensure at their end that they possess the essential qualification(s) and experience laid down for the post. The qualification degree(s) must be from a recognized University/Institute.

5) Details furnished in the online application will be treated as final and no subsequent changes shall be entertained.

6) Eligibility of an applicant for the post shall be considered as on the date of closing of online application interface.

7) The Institute reserves the right not to fill any of the advertised position(s) of the post(s).

8) Age relaxation is applicable as per Institute norms.

9) The age limit criterion will be relaxed for persons working in any department/ section/ unit/ project of the Institute for at least three years (220 days or more per year) and who have crossed the age limit criterion during the above period.

10) Applicants should upload copy of certificates in support of their qualification(s) (matriculation onwards), experience, date of birth, caste, etc. Certificate(s) in support of experience should be on the organization's letterhead, bearing the date of issuance, specific period of work, designation, pay drawn against each such position, etc., duly certified by the concerned issuing authority.

11) Original certificates should be produced at the time of Selection Process as well as on Joining, if selected.

12) The appointment of selected applicant is subject to the applicant being found medically fit as per norms of the Institute.

13) Age relaxation for SC / ST / OBC (NCL) category applicants is applicable only if the positions of the post is/ are reserved for that particular category. Age relaxation to PwD applicants & Ex-servicemen is as per rules.

14) Applicants seeking reservation benefits available to OBC (NCL)/ PwD category must attach relevant certificates in the format as prescribed by the Central Government to support their claim. Applicants seeking reservation benefits available to OBC (NCL) category are required to attach a declaration, in addition to certificate in the prescribed format issued by the Competent Authority enclosed at Annexure I.

15) Decision of the Institute in all matters relating to eligibility of applicants, screening / skill / written test/ interview and selection shall be final and binding on all applicants.

16) No correspondence or personal inquiries shall be entertained from applicants regarding conduct and result of written test/ skill test/ interview and reasons thereof, for not being called.

17) Applicants serving in Central / State / Semi-Government Organization / Autonomous Body / Public Sector Unit / etc., must apply through proper channel and such applicants will be required to produce relieving letter at the time of joining, if selected, failing which they shall not be permitted to join the post.

18) In case of any inadvertent mistake in the process of selection which may get detected at any stage, even after the issuance of appointment letter, the Institute reserves the right to modify /withdraw / cancel any communication made to the candidate.

19) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.

20) The Institute shall verify the antecedents or documents submitted by an applicant/ selected candidate at any point of time, either at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the applicant are fake or the applicant has a clandestine antecedent(s) / background which the applicant had suppressed at the time of joining, then the applicant's services are liable to be terminated and legal action may be initiated against such an applicant/employee.

21) No travelling allowance (TA) shall be paid to the outstation applicants for attending the written test. However, SC/ST applicants attending the written test shall be paid second class railway fare, to and fro, by shortest route, subject to production of tickets and caste certificate. SC/ST applicants already in Central/ State Government organization/ Autonomous Body/ Public Sector Units, etc., are not admissible for the same.

22) Outstation candidates attending the interview will be eligible for reimbursement of travel expenses, to and fro, by air (tickets to be purchased through M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and Indian Railways Catering & Tourism Corporation Limited only) / 2 tier AC rail, by the shortest route, from the city of residence in India to the Institute, upon production of tickets.

To facilitate online reimbursement of travel expenses, we require duly signed copy of the form available at following the link:

https://www.iitb.ac.in/sites/www.iitb.ac.in/files/jobs/2018-07/Bank%20details_FORM_0.pdf

Please scan the duly filled-in form with signature and send it to the following e-mail id : jobs@iitb.ac.in

23) Canvassing in any form shall lead to disqualification.

24) No interim correspondence will be entertained.

25) For any queries related to submission of online application, the applicant may send e-mails on jobs@iitb.ac.in

However, enquiries / queries related to eligibility for the post or for interpretation of the rules will not be entertained.

26) Applicants should provide their correct and active e-mail address in the application as all future correspondences like issuance of call letter or any other information will be communicated through e-mail only. Moreover, applicants are advised to remain updated regarding the Selection Process, date and venue, etc., by visiting IIT Bombay website https://www.iitb.ac.in/en/careers/staff-recruitment

Addendum / corrigendum, if any, in respect of this advertisement, shall be posted on the Institute's website only.

27) Applicants possessing the requisite qualification(s) and relevant experience may apply online at https://www.iitb.ac.in/en/careers/staff-recruitment

Soft copy of application sent over e-mail to any Institute Officials will not be considered for selection process. Hard copy of online application is not required to be sent by post.

28) THOSE APPLICANTS, WHO HAVE TO PAY FEES ONLINE, ARE AUTOMATICALLY REDIRECTED TO THE APPLICATION PORTAL AFTER PAYMENT TO SUBMIT AND COMPLETE APPLICATION PROCESS. AFTER COMPLETING THE WHOLE PROCESS, THEY SHOULD AGAIN LOGIN INTO THE PORTAL TO CONFIRM THAT HIS/HER APPLICATION IS SUBMITTED. IT SHOULD BE NOTED THAT ANY ISSUE, RELATED TO THE ABOVE PROCESS, REPORTED BEYOND 7 DAYS FROM THE CLOSING DATE WILL NOT BE ENTERTAINED, AND CANDIDATURE WILL NOT BE CONSIDERED.

29) Correspondence subsequent to submission of application should essentially be sent to jobs@iitb.ac.in with application ID and job title mentioned in the subject.

30) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of Courts situated at Mumbai only.

The date of closing of online application interface is 21.12.2023.

REGISTRAR

Date: 22.11.2023

Copy to:
1. Head/In-charge of all the Deptts. /Sections/Centres.
2. All Notice Boards/Staff Notices

ANNEXURE – I

DECLARATION

"I   ,son / daughter of Shri.. resident of village/town/city...district state hereby declare that I belong to the community which is recognized as a backward class by the Government of India for purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93-Estt. (SCT) dated 8.9.1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum dated 8.9.1993 and its subsequent revision through O.M.No.36033/1/2013-Estt. (Res) dated 27.05.2013 and 13.09.2017".

Signature of the Candidate Name of the Candidate

Place:

Date: