



भारतीय प्रबंध संस्थान बेंगलूर
INDIAN INSTITUTE OF MANAGEMENT
BANGALORE

Ref: IIMB/HR/RECT/2023/35

Date: 11 July 2023

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	Trainee - Library
Purpose	The incumbent is expected to assist the library team in various functions of the IIMB Library, faculty members and Students; thereby to gain on the job training in the functioning of Library
Reporting to	Deputy Librarian & Section In-charge
Will also closely work with	IIMB faculty members and Students
No. of positions & Location	Up to 4 Trainee Positions in IIM Bangalore, Bannerghatta Road Campus
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none">• Assist in Acquisition/technical processing of print and online resources,• Support in Circulation and access to resources by users (external members/visitors)• Support in Other inventory management processes using RFID technologies.• The selected candidates are expected to work six days a week• The trainees may be allotted shift duty and may have to work on public holidays too.
Qualification and Personal Profile	<ul style="list-style-type: none">• Candidates who completed their MLISc not more than 3 years back are eligible to apply.• Candidates should have secured first-class in their MLISc examination.• Strong technical knowledge of cataloguing standards (RDF, FRBR, MARC 21 Etc.) will be an added advantage.• Working knowledge in library technologies: KOHA, (any ILMs), EMS, Wordpress, ERMS, Coral is desirable.• Exposure to searching online databases, aggregators and journal providers and Awareness about the use of social media for promotion of library services will be a plus
Other Skill and Ability Requirements	<ul style="list-style-type: none">• Excellent communication skills in English.• Strong interpersonal and intrapersonal skills.• Attention to detail and good problem-solving ability.
Duration	12 months
Stipend	An all-inclusive monthly stipend of Rs.20,000 (Rupees Twenty Thousand only) per month

Points to note:

- There would be two stages in the selection process. The first step would be a written test conducted online followed by a personal interview.
- The candidate should have a desktop/laptop with good internet connection for the test.

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

Closing date for applications is 24th July 2023. Only shortlisted candidates will be intimated.