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## भारतीय ताराभौतिकी संस्थान **INDIAN INSTITUTE OF ASTROPHYSICS**

(विज्ञान व प्रौद्योगिकी विभाग, भारत सरकार के अधीन स्वायत्त संस्थान)

(An Autonomous Body Under Department of Science & Technology, Government of India)

कोरमंगला Koramangala, बेंगलूर BANGALORE -560034

**Advt.No.IIA/01/2018 dated 16<sup>th</sup> February, 2018**

The Indian Institute of Astrophysics (IIA) is an autonomous academic national institution of the Department of Science & Technology, Govt. of India dedicated to research in Astronomy, Astrophysics and Allied Physics. The Institute has its main campus in Koramangala, Bengaluru and CREST Campus at Hosakote, Bengaluru. It operates field stations at Kavalur & Kodaikanal in Tamil Nadu, Gauribidanur in Karnataka, and Leh and Hanle in Ladakh region of Jammu & Kashmir.

The library provides the Institute's faculty, students and visiting scholars from around the globe with ready access to complete collections of print and online astronomy resources. The library has been continuously acquiring astronomical literature in the form of books, journals and catalogues, and today it can boast of housing the largest collection in Astronomy in the country.

The Institute is looking for a dynamic, self-motivated team leader with demonstrated competence and potential to maintain the eminence and relevance of the library, and to supervise the work carried out by the Assistant Librarians. Applicants should have a strong dedication to education and a commitment to continued learning and keeping abreast with developments in related technologies.

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<b>Name of the post</b>	<b>: LIBRARIAN</b>
<b>No. of post</b>	<b>: One (Unreserved)</b>
<b>Scale of pay</b>	<b>: Pay Band 3 Rs.15600-39100 plus grade Pay Rs. 6600/-</b>
<b>Age limit</b>	<b>: 45 years</b>
<b>Initial place of posting</b>	<b>: Bengaluru (Karnataka)</b>

**Qualification: (a) Essential:** A Masters degree in Science (including Library Sciences) or Mathematics or Information Technology, with a consistently good academic record.

**(b) Desirable:** A Ph.D in Library and Information Science preferably in any of these areas: Documentation/Archives and Manuscript keeping/Computerization of Library.

**Experience:** At least 12 years experience (or 8 years after obtaining the Doctorate) working in an R & D Institution / Educational Institution / Public Library, of which 05 years regular service at the level of Deputy Librarian in the pay scale of Rs.15600-39100 in PB 3 with Grade Pay of Rs.5400/- or equivalent grade.

## Required Skills:

- Desire to meet and serve the library's user community.
- Ability to exercise initiative and independent judgment.
- Knowledge of computers, MSOffice, the internet, and commercially available library software
- Ability to prepare comprehensive reports
- Ability to communicate / present ideas clearly and concisely in written and oral form.
- Knowledge of bibliometrics and scientometrics.
- Demonstrated knowledge of library materials, manuscripts, archives and resources

## Desirable skills

- Knowledge of LaTeX

**Job description:** The Librarian is expected to have self-motivation, dynamism and ability to adapt to maintain the relevance of the library in this fast-changing world, in which modes of access to information are continually and rapidly evolving. He / She is expected to be creative to develop and implement library programs and services. The responsibilities of the Librarian include, but are not limited to, the following:

a) Managing the day-to-day functioning of the library and its staff; interaction with the user community; to continue and update journal subscriptions and book collection; interaction with print and electronic publishers; making financial projections; and working towards the target goals.

b) To continually evaluate the present set-up of the library, its resources, databases and MIS, and compare them with best methods practiced. With the Institute's requirements in view, initiating necessary action to modernize and/or strengthen the structures to facilitate research at the Institute.

c) To strengthen the Institute's current active role in various inter-institutional consortia and professional bodies, coordinating their activities, and liaising with local and national institutes' libraries for exchange of information and for resource sharing.

d) To maintain and upkeep IIA archives and manuscripts.

e) To prepare, collect, maintain and disseminate information about IIA's publications and other research and development activities.

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**Note:** UR – Unreserved; OBC – Other Backward Classes; SC – Scheduled Caste; ST – Scheduled Tribe; PWD – Persons with Disabilities; HI – Hearing Impairment

### **How to apply:**

- 1) **APPLICATIONS WILL BE RECEIVED ON-LINE ONLY.** The application for on-line registration will be available in the Institute web-site: [www.iiap.res.in/job.htm](http://www.iiap.res.in/job.htm) during the period from **17.02.2018 to 15.03.2018.**
- 2) Upon registration, applicants will be provided with an on-line Registration Number, which should be carefully preserved for future reference.
- 3) E-mail ID of the applicant will have to be provided in the application **CORRECTLY** and compulsorily.
- 4) For those already in employment under Central/State Government, Public Sector Undertaking or Autonomous Bodies, the on-line application has to be invariably followed up with a 'No objection Certificate' from the employer concerned, duly indicating the name and Reg.No. on the reverse.

### **Selection Process:**

Selection to Librarian post will be through interview. Where the number of applications received in response to the Advertisement is large and it will not be convenient or possible for the IIA to interview all those candidates, IIA has the right to limit the candidates to be called for interview on the basis of qualification and experience higher than the minimum prescribed in the Advertisement.

### **Other Terms & conditions:**

1. The above post will carry pay and allowances as per Central Government Rules. Selected candidate will be on probation for a period of two years and will be continued on regular appointment subject to satisfactory performance during the period of probation. The pay scales are under revision as per the VII Central Pay Commission and accepted by the Govt. of India.
2. The employee will be governed by the National Pension System.
3. The appointee is liable be posted in any of the Institute's field stations and locations.
4. Age relaxation is permissible to SC/ST & OBC candidates and also to physically handicapped candidates as notified by Govt. of India from time to time.
5. Departmental candidates / Government Servants are eligible for age relaxation as per Rules.
6. The date for determining the upper age limit, qualifications and experience shall be the closing date prescribed for receipt of completed application.

7. Outstation candidates called for interview will be reimbursed to and fro train / bus fare by the shortest route limited to 3 AC railway fare for the above post on production of original tickets.
8. No correspondence will be entertained with the candidates not selected for interview/appointment. Canvassing in any form will be a disqualification.
9. The Institute reserves the right to recruit or cancel the entire recruitment process for any or the post at any time without assigning any reasons whatsoever.
10. Misrepresentation or falsification of facts detected at any stage of the selection process or instances of misconduct/misbehavior at any stage during selection process shall result in cancellation of candidature without any notice and no correspondence in this regard shall be entertained.
11. Important dates to remember:-

Opening date for on-line registration	- 17.02.2018
Closing date for on-line registration	- 15.03.2018
12. For registration, please visit: [www.iiap.res.in/job.htm](http://www.iiap.res.in/job.htm)

**Sr. Administrative Officer**