

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

Palaj, Gandhinagar 382055, Gujarat

ANNOUNCEMENT

SENIOR PROJECT ASSISTANT/PROJECT ASSISTANT II (Lib Sc) (for Institute Archive)

IIT Gandhinagar, an Institute of national importance, is in the process of setting up an Archive to put-together the Institute's important documents (physical & digital) to serve as Institute's memory/records for the future. The Institute Archive intends to identify, collect, organize, describe, preserve, and provide access to accurate, authentic, and complete records of the life of the Institute.

To help create and manage the archive by following set standards, guidelines, best practices as well as adopting specialized tools and technologies, the Institute invites applications for the following position from experienced, motivated, and skilled professionals having deep interest in documenting and archiving both physical and digital content.

- 1. Name of post:** Senior Project Assistant/Project Assistant II (**Library Science & Archives and on contract basis only**)
- 2. Number of Posts:** One
- 3. Duration of Appointment:** One year (extendable for another one year)
- 4. Salary: Consolidated Monthly Pay:** Rs.45,000.00 Per Month (Consolidated including HRA).
- 5. Age Limit:** Not more than 35 years (**as on 26th April 2024**)
- 6. Qualification, Experience & Skills:**

6.1 Minimum/Essential

Qualifications

- Candidate must have First Class Master's in Library and Information Science (M. L. I. Sc.) or equivalent degree from a recognized university with consistently good academic record.

Experience

- Minimum two years of experience working with archival and related materials (collecting, organizing, preserving, arranging, cataloguing, and describing, specially working with digital archival material, and managing electronic records).

6.2 Desirable

- Post Graduate Diploma/ Degree in Archives & Records Management; Digital Library Management/Digital Content Management; ICT Application in Libraries.
- Experience in developing and managing special collections, creating digital repository and management of entire range of Life Cycle of Digital Library Materials.

6.3 Desired Skills

- Knowledge of archival software, archival best practices, and archival standards.
- Demonstrated knowledge of digitization best practices and standards.
- Proficiency in at least one of the Institutional Repository and Library Management Software along with hands-on of required software tools.
- Ability to organize and prioritize the work with good project management skills.
- Good communication (written & verbal) and interpersonal skills.

7. Job Description:

- Incumbent will work under the supervision and guidance of a senior staff member for implementing defined Institute archival policies, collecting, selecting, cataloging, and managing access to, preserving materials and records of importance both in physical and digital form pertaining to Institute's activities, events, and history.
- Incumbent will be responsible for creating an awareness about the archive and disseminate selected content through exhibitions, events, and other modes.
- Incumbent will assist in preparing long term and short-term plans, policies, implementing and reviewing the same from time to time.
- He/She will be responsible for ensuring implementation of safe archival and record-keeping practices, undertaking digitization of selected records, and implementing the highest level of security and preservation of all types of collections added to the archive including photos, videos, audio, etc. It will also be important for the candidate to maintain the archive and manage digital content on web platforms for creating visibility and ease of access.
- He/She will be a part of a small but dedicated team of Institute library staff and will be required to work on other jobs assigned by the Librarian/Library Advisor from time to time.
- The candidate should be highly motivated, result-oriented, and keen to learn new information and technology skills required for creating and managing a state-of-the-art Institute archive.

8. Application Procedure:

Interested candidates should send their application by email at librarian@iitgn.ac.in. A brief write-up (one para each) on the relevant experience and motivation to apply for this position, must be sent along with résumé as a single file. Candidates are also requested to give at least two references with their contact details.

9. Deadline for application: The last date for application is **26th April 2024**.

10. Mode of Selection:

The shortlisted candidates will have to appear for written test and/or interview In-Person/Online and no TA/DA will be paid for attending the interview. The final selection of candidates will be decided on his / her merit and performance in the test/interview.

Any queries relating to this position may be addressed to the Librarian (librarian@iitgn.ac.in), IIT Gandhinagar, Palaj, Gandhinagar 382055.