

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR
Palaj, Gandhinagar 382055, Gujarat

ANNOUNCEMENT

POSITIONS FOR INSTITUTE ARCHIVES

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.

I. NAME OF POST: PROJECT ASSOCIATE I (LIBRARY SCIENCE & ARCHIVES ON CONTRACT BASIS ONLY)

- 1. Number of Posts:** One
- 2. Duration of Appointment:** One year (extendable for another one year)
- 3. Salary: Consolidated Monthly Pay:** Rs. 45,000.00 Per Month (Consolidated including HRA).
- 4. Age Limit:** Not more than 35 years (**as on 4th April 2025**)
- 5. Qualification, Experience & Skills:**

5.1 Minimum/Essential Qualifications:

- Candidates 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 (60 % and above in Graduation and 55% and above in 10th & 12th Grade)

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).

5.2 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 repositories and management of the entire range of Life Cycle of Digital Library Materials.

5.3 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.

6. Job Description:

- The 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.
- The incumbent will be responsible for creating an awareness about the archive and disseminate selected content through exhibitions, events, and other modes.
- The 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.

II. NAME OF POST: PROJECT ASSOCIATE I (WEB DEVELOPER/DESIGNER ON CONTRACT BASIS ONLY)

1. **Number of Posts:** One
2. **Duration of Appointment:** One year (extendable for another one year)
3. **Salary: Consolidated Monthly Pay:** Rs. 45,000.00 Per Month (Consolidated including HRA).
4. **Age Limit:** Not more than 35 years (as on 4th April 2025)
5. **Qualification, Experience & Skills:**

5.1 Minimum/Essential:

Qualifications:

- Must have B.E/B.Tech in Computer Science/Information Science/Information Technology/MCA/MSc (IT) with a minimum of 60 % and above in Graduation and 55% and above in 10th & 12th Grade.

Experience:

- 2 years of experience in web development with Under Graduate degree and/or Post graduate.
- Web developer or Web designer having experience in C#, /.Net Core/PHP/Python/Laravel 7, Web API, REST API, and web services and UI/UX tools.

5.2 Desired Skill Sets:

- Proficiency in Web Development: Knowledge of HTML5, CSS3, JavaScript, and Angular (preferably Angular 2+) with good UI/UX design knowledge and knowledge of different multimedia content types

and storage formats.

- Knowledge of databases such as SQL, MySQL, PostgreSQL and understanding metadata standards (e.g., MARC, Dublin Core, EAD, RAD) with a solid understanding on the working of web applications including security, session management, and best development practices.
- Hands-on experience with software tools for digitizing, preserving, and managing digital archives (e.g., ArchivesSpace, AtoM, Islandora, Omeka, Archivematica, Preservica, Aeon).
- Familiarity with library management systems like Koha for cataloging and tracking physical and digital archive.
- Knowledge of software development methodologies and best practices, including Agile/Scrum.
- Experience in developing and managing special collections, creating digital repositories (e.g DSpace) and managing the entire range of Life Cycle of Digital Library Materials.
- Ability to organize and prioritize the work with good project management skills.
- Good communication (written & verbal) and interpersonal skills.

6. Job Description:

- The incumbent will work under the supervision and guidance of a senior staff member for designing and implementing the institute archival web portal. Also help identify, evaluate, install, customize and manage specialized software meant for creating archives.
- The candidate will be responsible for designing and developing website layout/user interface by using standard HTML/CSS practices. Help in website content management systems including data access, integrating data from various back-end services and databases.
- Gather and refine specifications and requirements based on technical needs and develop/maintain proper software documentation for the website updates and management.
- 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 and assist in preparing long term and short- term plans, policies, implementing and reviewing the same from time to time.
- Keep up to date with the emerging technologies/industry trends and apply them into operations and activities of web development.
- The candidate 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 developing a state-of-the-art Institute archive portal.

III. NAME OF POST: PROJECT ASSISTANT I (FOR INSTITUTE ARCHIVES ON CONTRACT BASIS ONLY)

1. **Number of Posts:** One
2. **Duration of Appointment:** One year (extendable for another one year)
3. **Salary: Consolidated Monthly Pay:** Rs. 28,000.00 Per Month (Consolidated including HRA).
4. **Age Limit:** Not more than 28 years (as on 4th April 2025)
5. **Qualification, Experience & Skills:**

5.1 Minimum/Essential Qualifications:

- Candidates 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 (60 % and above in

Graduation and 55% and above in 10th & 12th Grade)

5.2 Desirable:

- Post Graduate Diploma/ Degree in Archives & Records Management; Digital Library Management/Digital Content Management; ICT Application in Libraries.
- Experience of working with the digital repositories, archival and related materials (collecting, organizing, preserving, arranging, cataloguing, and describing, specially working with digital archival material, and managing electronic records).
- Good communication (written & verbal) and interpersonal skills.

6. Job Description:

- The 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.
- He/She will be a member 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 Archives.

APPLICATION PROCEDURE (all three positions):

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.

DEADLINE FOR APPLICATION:

The last date for application is **4th April 2025**.

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.