



## INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

### *Requires*

#### **Assistant Manager-Archivist**

The IIMA Archives, launched in 2019, seeks to preserve institutional memory and periodically disseminate historical information about the Institute to the IIMA community and the general public. It holds a large collection of physical and digitized documents related to the foundation and evolution of the Institute and to the business and economic history of India.

IIMA is looking for an **ARCHIVIST** who will primarily:

- Implement IIMA's archival policies
- Collect, select, manage and preserve records (in any type of media) related to IIMA's history and the economic and business history of India.
- Provide comprehensive archival, cataloging and strategic direction for the IIMA Archives, focusing on archival processing and cataloging of incoming collections, and coordinating with other departments to expand physical and digital access to the Institute's collections.
- Oversee and review answers to archival reference inquiries.
- Create awareness about IIMA Archives and facilitate its use.
- Periodically, communicate information about the archives to various stakeholders.
- Assist in crafting and supporting research activities using archival material.
- Extend the profile of the IIMA Archives website.

#### **Job Description**

- **PLANNING**  
Preparing annual and long-term plans for the Archives; developing and implementing IIMA Archives policies; reviewing and maintaining the permanent exhibition of IIMA Archives; organizing other exhibitions on IIMA Campus; organizing archives tours for visitors
- **COLLECTION**  
Evaluating records of any type for preservation and retention. Supervising the transfer of records from the various departments of IIMA to the Archives. Organizing oral history interviews with various IIMA stakeholders. Liaising with donors, both internal and external, of archival material, and negotiating the donation/ purchase of such material.

- **ARRANGEMENT & PRESERVATION**

Cataloguing archival collections. Managing information and records. Ensuring implementation of safe record-keeping practices. Undertaking digitization of prioritized records. Implementing protection and preservation of the collections, especially photographic and video material.

- **DISSEMINATION**

Developing a strong identity for IIMA Archives as user-friendly digital and physical archives, accessible to researchers from across the world. Managing the Archives webpage. Developing and implementing an effective social media outreach strategy

**Qualification & Experience Requirement:**

- (1) A postgraduate diploma/ degree in Archives and Records Management, along with a master's degree in any discipline [OR]  
A master's degree in library science with certification in archives management; additional certifications in records management, reprography, and care and conservation of books, manuscripts and other archival material, will add value to the application.
- (2) At least two years of work experience in an established archive, with specific experience in managing electronic records and digitized material.

The applicant is expected to have a good understanding of the theory and practice of records management, conservation, reprography and information sciences. A good understanding of and experience in digitization of archival material, and competence in electronic repository management, are desirable.

**Reporting to:** Chairperson, IIMA Archives

**Age:** Maximum 40 years as on last date of Application. Institute provides age relaxation as per GOI rules. Additional 5 years' age relaxation is given to the women candidates.

**Salary & Allowances:** Selected candidate will be offered an appointment on a Tenure Based Scaled Contract for a fixed term of three years, which may be extended for a further period as required. The selected candidate will be placed in Pay Level 06 under the pay matrix of 7th Central Pay Commission and the Institute offers other benefits which are at par with the permanent employees.

Interested candidates are advised to APPLY ONLINE ONLY latest by **December 16, 2025**.

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