

## Recruitment for Librarian at Badruka School of Management

### About Badruka School of Management (BSM):

BSM envisions itself as a premium Business School in Hyderabad, which will offer a new-age multidisciplinary curriculum to prepare future leaders to impact business and create an inclusive and sustainable society. The curriculum integrates fundamental management courses with modules on technology, analytics, and design so that students can understand the practice of management in a digital economy. The modules on essential workplace skills, leadership, and entrepreneurship will prepare our students for a role in the evolving landscape of work.

BSM aims to create a school of global standards with an increased focus on blended learning, data, and research, along with developing the right attitude among the students to transform them into lifelong learners and team workers. BSM will be a part of the rich legacy of the Badruka Education Society, which has a reputable portfolio of higher education institutions based in Hyderabad since 1950.

Job Title	Librarian
Location	Medchal, Hyderabad, Telangana
Reporting to	Registrar
Preferred Qualifications & Experience	<ul style="list-style-type: none"> <li>● MLISc (Master of Library &amp; Information Science) degree from a recognised university or MS-LIS from DRTC with 2+ years of relevant experience in academic / research libraries</li> <li>● Proficiency in MS office, Koha, D space, portal management &amp; IT tools/systems.</li> <li>● Fair understanding of digital resources, literature searching &amp; discovery systems.</li> <li>● Good written and verbal communication skills.</li> <li>● Good interpersonal skills &amp; team working abilities.</li> <li>● Flexibility to work in extended library hours &amp; shifts</li> <li>● Strong organisational skills with the ability to multitask and prioritise effectively</li> <li>● Passion for building world-class institutions of higher education</li> </ul>
Job Responsibilities*	<ul style="list-style-type: none"> <li>● Work in all sections/functional areas like information retrieval, digital resources, user profiles, circulation desk and document processing &amp; floor management.</li> <li>● Develop the strategy and action plan for Library Services to ensure the delivery of efficient library services, the provision of appropriate collections of information resources and information</li> </ul>

**Campus Address:** Badruka School of Management, Dabilpur Village, Medchal Mandal,  
Medchal-Malkajgiri District, Telangana - 501 401

**Head Office:** Station Road, Kachiguda, Hyderabad - 500 027



	<p>access, and the development of information resource discovery mechanisms to meet the evolving needs of faculty, students, researchers, support staff, members of the community, including alumni, and others as appropriate.</p> <ul style="list-style-type: none"><li>● Develop and manage the Library Services budget and resource allocations to ensure they meet established objectives, operating within BSM’s financial regulations and policies.</li><li>● Develop and operationalise, with strategic partners, policies and plans for preservation, digitization and digital data curation for Library Services and Archives, investigating commercial opportunities as appropriate.</li><li>● Develop and maintain positive relationships with BSM’s academic departments and professional services.</li><li>● Increase engagement with Library Services across BSM and promote the value of the resources in the Library and Archives.</li><li>● Establish strong linkages and outreach programs to students, faculty, staff and other clients, maintaining open communication and ensuring a deep understanding of emerging needs and requirements.</li><li>● Oversee the selection and general collection of books and other items and resources contained in the library.</li><li>● Review books, periodicals and collections which are outdated or not used, and coordinate removal and disposition.</li><li>● Determine problem areas or areas where improved services may be introduced and take</li><li>● File the necessary reports with the State Library system.</li><li>● Develop and maintain the library website</li></ul>
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**Remuneration**

Will be competitive with Indian non-profit pay scales and will depend upon the candidate’s experience levels and the overall salary structure of BSM.

**Application Submission Process**

Applications may be submitted through the following link: <https://bit.ly/43htrkO>

Only shortlisted candidates will be contacted. BSM is an equal opportunities employer.

*\*Job responsibilities stated are not to be taken as an exhaustive statement of duties. Employees may be required to perform other job-related duties as necessary.*