



About IIMB	The Indian Institute of Management Bangalore (IIMB) is a leading graduate school of management in Asia. Under the IIM Act of 2017, IIMB is an Institute of National Importance.
Industry/Service	Higher Education
Post/Job Title	Professional Assistants - Library
Job Type	Contractual – non-teaching
Location	IIMB School of Multidisciplinary Studies, Jigani and IIMB Bannerghatta Road Campus
Principal Accountabilities & Responsibilities	<p>A. Circulation and User Services</p> <ul style="list-style-type: none">• Manage the circulation desk, including issue, return, renewal, and reservation of library materials.• Assist users in locating resources using OPAC, databases, and discovery tools.• Guide users in the use of e-resources, research databases, and citation tools. <p>B. Technical Processing</p> <ul style="list-style-type: none">• Catalogue and classify library materials according to established standards.• Perform data entry and ensure accuracy of bibliographic records for both print and digital collections.• Handle barcoding and RFID programming for library materials. <p>C. Collection Maintenance</p> <ul style="list-style-type: none">• Manage stack maintenance, shelving, and inventory verification.• Maintain library registers, inventory records, and usage statistics. <p>D. Research Support</p> <ul style="list-style-type: none">• Assist in literature searches and information retrieval from databases, online resources, and the Internet.• Support users in citation styles, referencing tools, and creating research profiles.• Assist in preparing reading lists and bibliographies. <p>E. Digital and IT Support</p> <ul style="list-style-type: none">• Operate and maintain Library Management Systems (LMS) and related applications.• Assist in managing library IT infrastructure, including databases, hardware, RFID/ Barcode technology, websites, and AI tools. <p>F. Communication and Outreach</p> <ul style="list-style-type: none">• Prepare promotional materials related to library resources and services.• Update print and digital display boards.• Prepare and update subject guides, resource guides, and user manuals. <p>G. Administrative Responsibilities</p> <ul style="list-style-type: none">• Assist in maintaining library records, statistics, and reports.• Ensure compliance with copyright, open access policies, and license agreements.• Supervise and manage the library in the absence of the Assistant Librarian/Deputy Librarian/Librarian.• Perform any other duties assigned by the reporting officer, Assistant Librarian, Deputy Librarian, Librarian or competent authority.



Ref: IIMB/HR/RECT/2026/22

Date: 17th March 2026

Key Skills and Ability Requirements	<ul style="list-style-type: none">• Strong knowledge of library classification and cataloguing standards (DDC, AACR2/RDA, MARC21, metadata standards).• Working knowledge in Library Management Systems (LMS) and digital library platforms (Koha, Springhare Products, Dataverse, DSpace, etc.)• Strong search skills for Information retrieval and literature• Familiarity with citation styles and reference management tools (such as Overleaf, LaTeX, Zotero, Mendeley, EndNote, etc.).• Strong communication and interpersonal skills to interact with faculty, students, vendors, and staff.• Knowledge of copyright and fair use practices.• Good knowledge of IT including digital tools AI tools, Barcode/RFID and library applications.• Ability to work independently as well as collaboratively in a team environment.
Qualification and Personal Profile	<ul style="list-style-type: none">• The candidate should be a Postgraduate in Library Science/Information Science/Documentation Science from a recognized university/institute with proficiency in computerized library service.• A minimum of 3 years post qualification experience working in Library.• Candidates with less than 3 years may also apply, they will be considered for Junior Professional Assistant role.
Compensation	<p>The selected candidate will be appointed on a contract basis with a monthly salary (CTC). The contract is renewable based on satisfactory performance.</p> <p>While the final compensation will be determined by the candidate's profile, the indicative remuneration is:</p> <ul style="list-style-type: none">• ₹7.2 Lakhs per annum, plus additional benefits for candidates with 3 years' plus experience• ₹5.8 Lakhs per annum, plus additional benefits for candidates below 3 years' experience.

Interested candidates may fill the application using the link: [here](#)

The closing date for applications is 5th April 2026. Only shortlisted candidates will be intimated. It is mandatory to fill in all fields and the following documents are required to be uploaded while submitting the application.

- 10th & 12th Marksheets.
- Diploma/Graduation – **All semester wise Marksheets & Final Degree/ Graduation Certificate.**
- Post - Graduation (if applicable)– **All semester wise Marksheets & Final Post – Graduation Certificate.**
- **All experience letters.**
- Recent 3 months' **payslips** or 3 months' income proof.
- If you have undergone any training, kindly attach the **training certificates.**

Applications without these documents will be treated as incomplete and will not be considered.