

## Indian Institute of Management Guwahati

*Requires*

### **Assistant Librarian**

Indian Institute of Management Guwahati is looking for **Assistant Librarian** who shall support efficient functioning of the Library of the Institute. The incumbent will assist in creating and managing library resources, digital library systems, and user services to support academic, research, and institutional activities in a newly established educational institute.

#### **Job Responsibilities:**

##### **1. Library Establishment & Administration**

- Assist in setting up and organizing the Institute Library, including physical and digital library infrastructure.
- Develop and maintain library records, catalogues, accession registers, databases, and documentation.
- Ensure systematic classification, cataloguing, shelving, and maintenance of books, journals, and learning resources.
- Support formulation and implementation of library policies, procedures, and operational systems.

##### **2. Procurement & Resource Development**

- Assist in procurement of books, journals, e-resources, databases, and other learning materials as per academic requirements.
- Coordinate with faculty members, vendors, publishers, and suppliers for selection and acquisition of library resources.
- Maintain inventory, stock verification, and accession records of library materials.

##### **3. Digital Library & Automation**

- Assist in implementation and management of library automation software and digital library systems.
- Manage subscriptions and access to e-journals, e-books, online databases, and institutional repositories.
- Support digitization initiatives and development of modern library services.
- Provide assistance in maintaining digital records and online access systems.

##### **4. User Services & Academic Support**

- Provide circulation, reference, and information services to students, faculty, researchers, and staff.
- Conduct library orientation and user awareness programmes for students and faculty

members.

- Assist users in literature search, referencing, citation tools, and access to academic resources.
- Support academic and research activities by facilitating access to relevant learning resources.

#### **5. Coordination & Reporting**

- Coordinate with academic and administrative departments for library-related requirements and activities.
- Prepare reports, utilization statistics, annual data, and other documentation related to library operations.
- Support accreditation, ranking, audit, and compliance-related requirements pertaining to library services.

#### **6. General Responsibilities**

- Ensure proper upkeep, maintenance, and discipline within the Library premises.
- Stay updated with modern library practices, digital tools, and information management systems.
- Perform any other duties assigned by the competent authority from time to time.

#### **Qualification & Experience**

- Master's Degree in Library and Information Science (MLISc) from a recognized University/Institution with NET/SLET/SET qualified.
- Overall 8 years of experience in academic, institutional, or research libraries is desirable.
- Knowledge of library automation software, digital library systems, and e-resource management.
- Proficiency in MS Office and information management systems.

**Age:** Max. 40 years as on the last date of application. The Institute provides age relaxation as per GOI rules.

**Location:** Guwahati, Assam.

**Salary & Allowances:** This position is offered as a three-year term based appointment with Pay and benefits in Paylevel 08 under 7<sup>th</sup> CPC. Based on the individual performance, the position may be adjusted against sanctioned position.

Interested candidates are requested to APPLY ONLINE ONLY latest by **June 06, 2026**.

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