

# INDIAN INSTITUTE OF MANAGEMENT RAIPUR

Atal Nagar, Raipur, Chhattisgarh - 493661

(An Institute of National Importance under the Ministry of Education, Government of India)

Website: [www.iimraipur.ac.in](http://www.iimraipur.ac.in)

## RECRUITMENT ADVERTISEMENT

### Library Associate (On Contract)

Advertisement No.: IIMR/Rec./Lib.Ass. /006

Date: 08 April 2026

Applications are invited from dynamic and motivated individuals for the full-time contractual position of **Library Associate** at the Indian Institute of Management Raipur. IIM Raipur is a premier management institution committed to academic excellence, and its library is a vital hub that operates 24x7 to support the research and learning needs of its community.

### POSITION AT A GLANCE

<b>Position</b>	Library Associate
<b>Nature of Appointment</b>	Contractual
<b>Contract Duration</b>	Three Years initially. Renewal/reappointment and annual increment are subject to performance review.
<b>Consolidated Emoluments</b>	Rs. 26,000/- to Rs. 35,000/- per month (Depending on experience and suitability of the candidate)
<b>Age Limit</b>	Below 40 years
<b>Application Mode</b>	Online only
<b>Joining</b>	Selected candidates must join within one month of receiving the offer.
<b>Contact / Queries</b>	0771-2474755   <a href="mailto:staffrecruitment@iimraipur.ac.in">staffrecruitment@iimraipur.ac.in</a>

### KEY RESPONSIBILITIES

- Assist the Librarian in day-to-day library operations and service delivery.
- Manage circulation services including issue, return, and renewal of library materials.
- Assist users in locating books, journals, databases, and other library resources.
- Handle library cards, manage overdue fines, and maintain user records.
- Support management and maintenance of the Institutional Repository (DSpace).
- Assist in cataloguing, classification, and processing of library materials using KOHA LMS.
- Manage access and support for e-resources, databases, and digital collections.
- Undertake shift duties including night shifts to ensure uninterrupted 24x7 library services.
- Perform other duties as assigned by the Librarian from time to time.

### QUALIFICATIONS & EXPERIENCE

#### Educational Qualification

- Master's degree in library science/library & information science (MLIS) from a recognized University.

#### Experience

- Minimum 2–3 years of professional experience in a reputed library.

#### Technical Skills Required

- Working knowledge of KOHA Library Management System (LMS).

- Familiarity with DSpace Institutional Repository Software.
- Proficiency in MS Office (Word, Excel, PowerPoint) and internet applications.
- Experience in E-Resources Management and working with electronic databases.
- Knowledge of other library management software and bibliographic databases.

#### Other Requirements

- Willingness and ability to work in rotational shift duties, including night shifts (the library operates 24x7).
- Strong verbal and written communication skills in English.
- Proficiency in the Hindi language is an added advantage.
- Ability to work in an automated and technology-driven library environment.

### GENERAL INFORMATION & CONDITIONS

1. Candidates must carefully read the minimum essential qualifications and experience requirements before applying.
2. Application forms can be submitted through online mode only.
3. The crucial date for determining age and experience shall be at the Institute's discretion.
4. The Institute reserves the right to modify/apply appropriate short-listing criteria in case of a large number of applications.
5. Fulfillment of minimum qualifications does not confer any right to be called for written test/skill test/interview.
6. **Last date for submission of online applications: 22 April 2026**
7. The Institute will communicate only with short-listed candidates via email. Candidates must configure email accounts to avoid missing intimations.
8. No correspondence will be entertained from candidates regarding conduct, result, or reasons for not being shortlisted.
9. The Institute reserves the right not to fill any advertised post without assigning reasons.
10. Canvassing in any form will lead to disqualification.
11. Applications without self-attested copies of all relevant certificates (education and experience) will be rejected.
12. Candidates must bring the call letter and original certificates for verification at the time of written test/skill test/interview.
13. Incomplete applications will be rejected summarily.
14. Candidates should visit the Institute website regularly for updates. Corrigenda/addenda will only be published on the Institute website.
15. Any dispute regarding the selection/recruitment process shall be subject to the jurisdiction of Courts/Tribunals at Raipur, Chhattisgarh.

Sd/-

**Col. Aditya Sudan (Retd.)**  
**Chief Administrative Officer**  
**IIM Raipur**

