



**Indian Institute of Management Kashipur
Recruitment Notice for the post of Administrative Associate
(Library)**

Advt. No. AA-10/2026

07.09.2026

IIM Kashipur intends to engage **Administrative Associate (Library)** in the Library on the following terms and conditions:

Job Responsibilities:

1. To assist the Librarian in offering the library and information services to the faculty, students and other stakeholders.
2. Cataloguing, Classification and other technical processing of library resources.
3. Handling and managing circulation counter (membership, circulation, reminder, overdue charges and other day-to-day activities)
4. Knowledge of online and offline database/eResources to answer research queries.
5. To assist individual users in accessing library resources and services.
6. Maintenance of inventory, register and other statistics.
7. Monitoring maintenance and upkeep work of the library

Required Qualifications and Stipend:

Administrative Associates:

Qualification:

Master of Library and Information Science (MLISc) or equivalent with three-year relevant experience in an academic Institution of repute.

Stipend:

Stipend of Rs. 40,000/- to Rs. 45,000/- per months with an annual increment of Rs. 3000/- in case of re-engagement.

Age: The age of the candidate should be preferably below 45 years.

Duration: Appointments will be made purely on contract basis for a period of one year initially from the date of joining and renewable annually, subject to satisfactory performance and requirement of the Institute, generally limited to three years.

Selection Process:

Shortlisted candidates will be interviewed in person or online. Candidates are requested to provide their E-mail ID and phone number in the application. Mere fulfilment of the above-mentioned qualifications and experience does not entitle a candidate to be called for interview.

How to Apply:

Apply online at the link - <https://non-teaching.iimkashipur.co.in/aalib/>

Last Date of Application: 27.09.2026

Contact:

+91-7088270882, 7900444090,91,92,93

Sd/
Chief Administrative Officer
