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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	Assistant Librarian
Job Purpose	<p>The Assistant Librarian will provide initiative-taking strategic direction and in advancing the Institute's teaching and research mission through a clear vision of the library's role, comprehensive strategic planning, adoption of emerging technologies, and sound fiscal Management. The library activities include leading the review, formulation and implementation of progressive Library policies, practices, initiatives, and processes to support the Institute's mission and goals and meet its Vision and Objectives. Ensure cost effectiveness in all aspects of library operations.</p> <p>Generate innovative ideas that further the mission and accomplish goal in areas of acquisition, dissemination, and preservation of knowledge; develop and implement a vision for the library in support of IIMB's strategic plan and build a strong and effective team within the library; strengthen communication and information flow between the library and its constituents and manage the library's multi-faceted operations strategically. Work towards building positive and compelling workplace culture at the IIMB Library. This includes the Library Annex which will be opened in due course at IIMB's new campus. Supervising all library functions and operations, including effective management and overseeing of library staff.</p>
Job Type	Contractual – non-teaching
Duration & Location	3 Years contract, it is extendable based on the performance. IIMB School of Multidisciplinary studies, Jigani Bangalore
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none">• Develop effective print and electronic resources, services, facilities, and manage budget and human resources.• Negotiate and manage subscriptions, licenses, and vendor relationships for electronic resources, databases, and library systems.• Manage a complex physical and virtual environment to deliver information services and preserve information in all formats.• Implementation, maintenance, and enhancement of library management systems, institutional repositories, discovery tools, and other library technologies.• Plan and arrange to provide course integrated and stand-alone library instruction sessions for individuals and Groups.• Create career paths for Library staff, give emphasis on variety of library collections and services which include technology, distance access, instruction, data analysis and search, information support, people skill building, marketing service products of the library, planning and service Executive Education and Areas proactively.• As an outreach effort, lead the function of marketing library's print and electronic resources and provide services to the community by responding to changing information needs.• Develop and provide personalized and web/app-based services to the community.• Meet with faculty to plan and develop classes, assignments, and activities for course integrated library instruction.• Build cooperative relationships with on and off-campus constituencies as an advocate for the library.• Serve as an Advisor on all aspects relating to Library functions and operations.• Undertake any other responsibilities and assignments as directed by the Reporting Officer or other competent authorities
	Job Outline: <ul style="list-style-type: none">• At IIMB, Library plays a key role in providing the required information or knowledge on

	<p>various topics to all the stakeholders as and when required. The library is the custodian of IIMB created knowledge. It also enables the adherence to copyright and other statutory regulations regarding materials used at the Institute.</p> <ul style="list-style-type: none"> • The jobholder performs a set of key responsibilities which enables proper planning and implementation of following world class trends, easy access to required information and strengthening of the knowledge management system. • While executing the job, the job holder needs to continuously benchmark with other world class institutes to implement the best practices and ensure compliance with relevant legislation e.g., copyright, data protection and intellectual property. • The incumbent needs to build strong network and leverage on the same to identify the effective ways and means to support the institute’s initiatives in the academic and research field. The incumbent needs to interact with the customers to understand their needs and help them find and access the right resources. • To achieve excellence in the job, the job holder needs to interact with various departments in the institute and enhance existing processes. To delight the customers and contribute to the institute’s strengthening process the incumbent needs to apply innovative ways towards adding to the content of Library and synchronizing it with the students & faculty needs. S/he needs to also establish contact with Resource providers on an ongoing basis. • The incumbent will benchmark with other similar Institutes to ensure that the cost of providing a given level of service is optimized. • The incumbent is expected to play a key role for Library by recruiting the best talent, developing, and nurturing the talent, managing the performance, and enhancing their productivity.
<p>Key Skill and Ability Requirements</p>	<ul style="list-style-type: none"> • Understanding of the major challenges, strong interest in developing a career in academic librarianship and knowledge of issues and developments in Management libraries. • MIS generation, technical scenario planning, Project management, Understanding of Knowledge management systems, Innovation, Creativity, Decision making, Interpersonal skills, People management, multi-tasking, Attention to details, Networking, Negotiating. • Strong commitment to service and capacity to collaborate and communicate with diverse communities – faculty, students, non-academic staff, and outside institutions. • Capacity to understand and support scholarly research and awareness of current trends in scholarly publication. • The ability to balance support of the library’s traditional collections and services with the development of new technologies to support scholarship, teaching, and learning. • Strong people person, the incumbent would work closely with students, faculty, staff, and outside stakeholders in serving their interests and developing their interests. • Strong, positive, and effective communication (verbal and written), interpersonal and motivational skills. • Strong evaluation, assessment, analytical skills. • Evaluating and recruiting the right staff and providing training as appropriate. • Ability to supervise professional and clerical staff. • Experience in managing National and International Libraries/Resources Center would be essential. • Experience in implementing the following technologies: <ul style="list-style-type: none"> • RFID-enabled technologies • Discovery services • CMS for offering web services, tutorials, and subject guides • ILS • Research Data Management • Institutional Repository • Library Analytics • AI Tools • Archives management • Electronic resources management • Scholarly communication services

	<ul style="list-style-type: none"> • Business Reference Service and knowledge of Business information resources • Lifecycle and standards of electronic resource management • Collection development and assessment • Impact and Assessment
Educational Qualification & Experience	<ul style="list-style-type: none"> • Bachelor's degree in any discipline. • Master's degree in library science/information science/Documentation with ≥55% marks or equivalent CGPA. • Ph.D. in the above discipline with consistently good academic record is preferable. • Minimum 10 years' experience including 5 Years Senior Professional Assistant and 5 years as Junior Professional Assistant. • Librarian in University/Educational Institute of National Importance.
Compensation	<ul style="list-style-type: none"> • The selected candidate will be appointed on a contract basis. The contract is renewable based on satisfactory performance. While the final compensation will be determined by the candidate's profile, the indicative remuneration is ₹14.72 Lakhs per annum, plus additional benefits.

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

The closing date for applications is 10th June 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 /PhD (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.