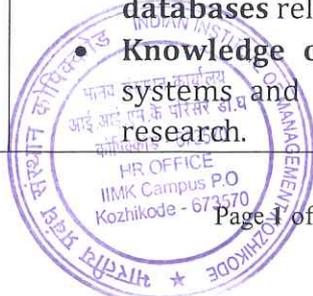भारतीय प्रबंध संस्थान कोषिक्कोड़
INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE
IIM Kozhikode Campus P.O., Kunnamangalam,
Kozhikode 673570
Tel: 0495 2809160/ 366

RECRUITMENT OF SENIOR LIBRARY & INFORMATION ASSOCIATE ON CONTRAC T
Notification No. C-81/2025-IIMK.HR

Indian Institute of Management Kozhikode invites applications from eligible candidates for the contractual position of Senior Library & Information Associate.

Position	**SENIOR LIBRARY & INFORMATION ASSOCIATE**
Essential Qualifications & Skills	Master's Degree in Library Science/ Information Science / Documentation Science with a first class or equivalent CGPA, along with a Bachelor's Degree in Business Management or Commerce with a minimum of 60% marks or equivalent CGPA. AND Candidates must have at least one (1) research article published in a SCOPUS or Web of Science–indexed journal.
Post-qualification work Experience	A minimum of three years' work experience in a reputed institute/ university with a minimum salary of Rs 35,000 per month and above.
Desirable	• Diploma in Library Automation and Networking (e.g., PGDLIM, PGDLAN or equivalent). • UGC NET qualification.
Maximum Age Limit	30 years (as on the date of notification)
Number of Vacancies	**01 (One)**
Job Location	**Kozhikode/ Kochi Campus or any other location as per Institute's requirement**
Key Skills and Competencies	• **Demonstrated hands-on experience** in independently installing, configuring, and maintaining KOHA and DSpace for library automation and institutional repositories. • **Practical experience** in implementing and operating RFID-based library management systems. • **Proficiency in Electronic Resource Management (ERM)** and managing remote-access services for digital library resources. • **Experience in maintaining and operating financial databases** relevant to business school libraries. • **Knowledge of Research Data Management (RDM)** systems and scholarly archives to support academic research.

	- **Strong understanding of scholarly communication and research support**, including data analysis using tools such as SPSS and R. - **Experience in procuring course support materials.** - **Proficiency in research and reference tools**, including Turnitin, Mendeley, EndNote, Zotero, Grammarly, QuestionPro, and Qualtrics. - **Administrative capability** to manage Remote access software like MyLoft, Open Athens, or similar platforms to ensure secure, uninterrupted access to library resources. - **Expertise in citation databases and statistical tools**, including Web of Science, Scopus and Excel. - **Experience delivering library orientation programs** and providing user training on library databases and tools. - **Ability to balance traditional library services** with the integration of emerging technologies to support teaching and learning. - **Strong service orientation** with excellent collaboration and communication skills for engaging faculty, students, staff, and external stakeholders. - **Excellent verbal and written communication skills**, interpersonal abilities, and a motivating approach to team collaboration. - **Awareness of current trends in scholarly publishing** and the ability to support faculty and student research initiatives. - **Proficiency in collection development**, including evaluating and assessing resources to support academic programs.
Nature of Appointment	Fixed term Contract which would be extendable further based on the performance. Maximum period of contract will be five years.
Consolidated Monthly Remuneration	Remuneration will not be a constraint for the deserving candidate. The monthly consolidated emoluments will be based on performance in the interview.

General information and conditions:

1. Interested and eligible candidates may submit applications online at https://iimk.ac.in/ latest by 5:00 pm of **18.12.2025.**
2. Candidates are requested to upload their photograph, certificates, CV and signature, as per the format prescribed in the online portal.
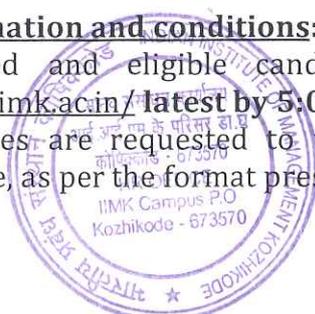
3. Candidates, who have submitted their applications, are advised to visit our website/ check their emails regularly to get updates regarding interview schedule changes.

4. **The selected candidate will work from Monday-Saturday (six days a week) and may be required to work in different shifts and weekends on a rotation basis.**

5. Eligible applications would be screened, and only shortlisted candidates will be interviewed. Time slots of the interview will be communicated by email. Written test may be conducted for filtering in case large number of applications are received.

6. **If selected, engagement will be subject to verification of all certificates at joining.**

7. Canvassing in any form and bringing in any influence, political or otherwise, will automatically disqualify the candidate for the position.

8. The decision of the Director, IIMK regarding the selection shall be final.

The last date for online application is 5:00 pm on 18.12.2025

Dated: 04.12.2025

AO (Staff Matters)