

Recruitment Advertisement No. 01/2025

September 19, 2025

Senior Library Assistant & Library Trainee

Walk-In-Interview

Indian Institute of Management Sirmaur is set up by the Ministry of Education in 2015. The Institute is looking for suitable candidates to fill up one deputation vacancy of Senior Library Assistant on adhoc basis purely through **Manpower outsourcing agency** initially for one year, extendable for another one year or as per the requirements of the Institute, and one vacancy for Library Trainee.

Post	Senior Library Assistant
No. of Post (s)	01 (One)
Duration	One year from date of joining, extendable for another one year based on the satisfactory performance and requirement of the Institute.
Essential Qualification	Masters in Library & Information Science (M.L.I.Sc)
Desirable Experience	Five (05) years of relevant experience and knowledge of computers, IT applications in Libraries, Library Management System.
Selection	Selection of candidate will be based on their consistent academic record, performance in the personal interview.
Nature of Employment	Manpower outsourcing agency
Job Responsibilities	<ul style="list-style-type: none"> To assist the Librarian in offering the library services to the Faculty and the students, to assist the faculty and students to secure books, articles and other teaching and research materials. Handling of Harvard Case Portal. To assist in acquiring, organizing, managing and distributing library resources. To assist in selecting, developing, cataloguing and classifying library resources. Liaising with departmental academic staff, external organizations and book suppliers. The candidate should be proficient in office management software with excellent computer skills in Microsoft Office. To operate Koha ILMS and DSpace OSS. Attend holiday/weekend/shift duties as required. Guide users in digital resources and databases. Perform additional tasks as assigned based on the requirements.
Salary	Rs. 40,000/- (consolidated per month)
Age Limit	Not exceeding 35 years as on the date of Walk-In-Interview

Post	Library Trainee
No. of Post (s)	01 (One)
Duration	One year from date of joining, extendable for another one year based on the satisfactory performance and requirement of the Institute.
Essential Qualification	Masters in Library & Information Science (M.L.I.Sc)
Desirable Experience	One (01) year of relevant experience and knowledge of computers, IT applications in Libraries, Library Management System.
Selection	Selection of candidates will be based on their consistent academic record, performance in the personal interview.
Nature of Employment	Manpower outsourcing agency
Job Responsibilities	<ul style="list-style-type: none"> • Assist at the Circulation Desk (check-in/check-out). • Accessioning & Cataloging and processing new materials. • Shelving and maintaining books as per standards. • Register new users and maintain profiles on Koha. • Maintain records of issues/returns. • Manage fines and financial transactions. • Guide users in digital resources and databases. • Attend holiday/weekend/shift duties as required. • Handling of Harvard Case Portal. • Perform additional tasks as assigned based on the requirements.
Salary	Rs. 25,000/- (consolidated stipend per month)
Age Limit	Not exceeding 30 years as on the date of Walk-In-Interview

Date of Walk-In-Interview : October 03, 2025 (Friday)

Time of Reporting : 09:30 a.m.

**Venue : Indian Institute of Management Sirmaur,
Dhaura Kuan, Distt. Sirmaur, Himachal Pradesh - 173031**

General Instructions:

1. The candidates must be a citizen of India.
2. No candidate may be entertained if, he/ she reports after the above mentioned timing of the reporting.
3. There will be personal Interview to shortlist the suitable candidates.
4. Please note that this purely a temporary post and appearance in the Walk-In-Interview (personal interview) and selection thereafter, does not entitle for any claim what-so-ever or permanency on the regular establishment of IIM Sirmaur.
5. The candidates who fulfill the above qualifications/ experience exact skill set as mentioned should report for Personal Interview at above venue. Please bring formal application in prescribed format (available on Page No. 04 & 05) along with Bio-data having complete information regarding educational qualification indicating percentage of marks of each examination passed, details of work experience etc. and a recent passport size photograph, along with Original and Self attested photocopies of certificates (academic & professional).

6. The qualification prescribed should have been obtained from recognized Universities/ Institutions.
7. The number of vacancies indicated in the notification is tentative. IIM Sirmaur reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, IIM Sirmaur also reserves the right NOT to fill any of the post advertised.
8. No correspondence whatsoever will be entertained from the candidates regarding the conduct and result of the interview and the reasons for not being called for the interview.
9. No TA/DA will be paid to the candidates for attending the personal interview.
10. In case of any dispute, decision of the Competent Authority of IIM Sirmaur, shall be final.

Sd/-
Administrative Officer
(Personnel/ General Administration)

<p style="text-align: center;"><u>APPLICATION FORM</u> <u>SENIOR LIBRARY ASSISTANT & LIBRARY TRAINEE</u></p>							<p style="text-align: center;">Photograph</p>	
1	Recruitment Advertisement No.:		01/2025 dated September 19, 2025					
	Gender	Male <input type="radio"/>	UR <input type="radio"/>	SC <input type="radio"/>	ST <input type="radio"/>	OBC <input type="radio"/>	EWS <input type="radio"/>	
		Female <input type="radio"/>						
2	Applying for the post of		<u>Senior Library Assistant/ Library Trainee</u> {Tick (✓)one}					
3	Name of the Candidate (in capital letters)		First		Middle		Last	
4	Father's Name/ Husband's Name							
5	Mother's Name							
6	Date of Birth (DD/MMM/YYYY)				Age as on date of walk-in- interview			
7	Nationality							
8	Marital Status		Married <input type="radio"/>		Unmarried <input type="radio"/>			
9	Permanent Address		Correspondence Address					
10	Mobile No.		Email ID					
11	Present employment status							

12	Educational / Professional / Technical Qualifications starting with highest:								
	Examination Passed		Board / University / Institute		Duration of Degree / Diploma/ Training		Year of Passing	Division with % of marks	Subject Studied / Specialization
13	Details of employment starting with the most recent:								
	Org. / Deptt. / Institute	Designation / Post held	Temporary / Permanent / Contract	Period			Gross monthly emolument	Duties performed	
				From	To	No. of years			
14	Have you ever been convicted by any court of law or is there any criminal case/disciplinary action/ vigilance enquiry pending against you? If so, specify.								
15	Time required to join the post in the event of selection								
16	Whether any of your close relative (s) is/ are employed in IIM Sirmaur? If yes, give details								
17	Any other relevant information:								

I hereby declare that I have carefully read and fully understood all the instructions and details pertaining to the post being applied for by me and all statements made and information furnished in this application is true and complete to the best of my knowledge and belief. I also declare that I have not concealed any material information which may debar my candidature for the post applied for. In the event of suppression or distortion of any fact like category or educational qualification, etc., made in my application form, I understand that I will be denied any employment in the Institute and if already employed on any of the posts in the Institute, my services will be terminated forthwith.

Signature of the Applicant

Date: