



भारतीय प्रबंध संस्थान कोषिकोड

INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

IIM Kozhikode Campus P.O., Kunnammangalam, Kozhikode 673570

Tel: 0495 2809160/ 366

RECRUITMENT OF LIBRARY & INFORMATION ASSOCIATE (INTERN)

Notification No. C-57/2025-IIMK.HR

Indian Institute of Management Kozhikode invites applications from eligible candidates for one-year internship as Library & Information Associate (Intern).

About Nalanda LIC, IIMK and Internship Opportunity

The Nalanda Library and Information Centre, Indian Institute of Management Kozhikode (IIMK) invites applications from young, dynamic, and tech-savvy postgraduates in Library & Information Science from recognized Indian universities, with a consistent record of academic excellence, for the position of **Library & Information Associate (Intern)**. The engagement will be on a **purely temporary basis for one year**.

Preference will be given to candidates with strong communication and interpersonal skills, along with a keen interest in learning and delivering library services through emerging tools and technologies.

Position	LIBRARY & INFORMATION ASSOCIATE (INTERN)
Essential Qualifications & Skills	• Master's Degree in Library & Information Science (MLISc) or equivalent (completed in 2024 & 2025 only). • Familiarity with library automation Softwares (e.g., Koha, Dspace, SOUL, etc.). • Basic knowledge of digital libraries, institutional repositories, and e-resources. • Proficiency in IT tools (MS Office, databases, online search strategies). • Strong communication, interpersonal, and customer service skills. • Ability to work collaboratively and adapt to a dynamic learning environment.
Desirable	PGDLAN (Post Graduation Diploma in Library Automation & Networking/ P G Diploma in Digital Library & Information Management Programme from reputed Govt. approved University/Institute.
Maximum Age Limit	25 years (as on the date of notification)
Number of Vacancies	03 (Three)
Job Location	Kozhikode/ Kochi Campus or any other location as per Institute's requirement

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Role Overview	The Library & Information Associate will support the day-to-day operations of the Library and Information Centre, gaining practical experience in academic library services, digital resource management, and user engagement. This role is designed to provide structured training and hands-on exposure to candidates aspiring to build a professional career in library and information science.
Key Responsibilities	• Assist with circulation services, including issue, return, and renewal of materials. • Support acquisition, cataloguing, and classification of print and electronic resources. • Provide guidance to users in accessing and utilizing library services and resources. • Maintain shelves, conduct shelf-reading, and ensure proper stack organization. • Contribute to digital initiatives such as institutional repositories and e-resource management. • Assist in reference services, information literacy sessions, and user orientation programs. • Work with library automation systems, databases, and electronic resources. • Provide front-desk and helpdesk support, handling user queries effectively. • Assist in organizing library programs, exhibitions, and events. • Carry out other tasks assigned by the Librarian in support of library operations.
Consolidated Monthly Remuneration	Rs. 19,000/- (Including shift duty allowance and telephone allowance)
Benefits to Trainees	• Practical exposure to core academic library functions. • Training in library automation, digital services, and resource management. • Opportunity to work with research databases, digital collections, and institutional repositories. • Mentorship and guidance from experienced library professionals. • Certificate of completion at the end of the traineeship.
Duration of Internship and other details	Duration: The duration of the engagement is one year only. The selected interns are expected to work 6 days in a week (Monday – Saturday) on any of the three shifts including night shifts and holidays.

General information and conditions:

1. Interested and eligible candidates may submit applications online at <https://iimk.ac.in/> latest by 5:00 pm of 09.10.2025.
2. Candidates are requested to upload their photograph, certificates and signature, as per the format prescribed in the online portal.

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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 engagement to the above position will purely be on a contract basis for One Year.
5. **The selected candidates will work from Monday-Saturday (six days a week) and may be required to work in different shifts and weekends on a rotation basis.**
6. Eligible applications would be screened, and only shortlisted candidates will be interviewed; through video conference. Time slots will be communicated by email. Written test may be conducted for filtering in case large number of applications are received.
7. If selected, engagement will be subject to verification of all certificates at joining.
8. Canvassing in any form and bringing in any influence, political or otherwise, will automatically disqualify the candidate for the position.
9. The decision of the Director, IIMK regarding the selection shall be final.

The last date for online application is 5:00 pm on 09.10.2025

Dated: 19.09.2025

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AO (Staff Matters)

