भारतीय प्रबंध संस्थान कोषिक्कोड़

INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

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

Tel: 0495 2809160/ 366

RECRUITMENT OF LIBRARY ATTENDANT ON CONTRACT

Notification No. C-91/2026-IIMK.HR

Applications are invited for the contractual position of Library Attendant at Indian Institute of Management Kozhikode.

Position	**LIBRARY ATTENDANT**
No. of vacancies	**01 (One)**
Maximum Age Limit	28 years
Consolidated Monthly Remuneration	Rs. 18,000/- (plus Rs. 300/- towards telephone allowance)
Qualification & Experience	Pass in Plus Two or Equivalent & Two years of office experience (post qualification).
Job Description	• Dusting and cleaning of books, periodicals (loose and bound), and other reading materials of the LIC. • Shelving and display of books, newspapers, periodicals (loose and bound), new arrivals, and materials in other media. • Manning the checkpoint in the absence of LIC staff. • Shelf rectification, including placing, rearranging, and shifting of books, periodicals (loose and bound), and other media. • Arrangement of chairs and tables across various sections, units, and reading halls. • Assisting users in locating books, periodicals (loose and bound), and other materials, including tracing misplaced items. • Providing support services to users with special needs as well as general readers. • Physical processing of materials, including stamping, tagging, and pasting spine labels as required. • Carrying out photocopying work and preparing sets of copies for circulation. • Shifting books, periodicals, and other materials between sections, stacks, and designated locations. • Identifying damaged books and periodicals, carrying out minor repairs, and preparing them for binding. • Pasting barcode labels, RFID tags, and magnetic strips on library materials. • Performing any other duties assigned by the Librarian and the LIC staff from time to time.

Language Proficiency	Conversant with English and Hindi
Desirable	Basic knowledge of computer & MS Office
Date & Time of Interview	**To be announced**

General Information and Conditions:

1. Interested and eligible candidates may submit applications online at https://iimk.ac.in/ latest by **5:00 pm of 10.12.2026.**
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, for getting update regarding change of interview schedule, if any.
4. The engagement to the above position will purely be on contract basis for an initial period of six months. Further extensions will be subject to job requirements and performance.
5. Based on details submitted in the application, candidates will be shortlisted for selection process and interview.
6. Eligible applications would be screened and only shortlisted candidates will be interviewed. Time slots will be communicated by e-mail.
7. If selected, engagement will be subject to verification of all certificates and experience at the time of joining.
8. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the position.
9. Decision of the Director, IIMK regarding the selection shall be final.

Last date for online application is 5:00 p.m. of 10.12.2026.

10/12/2026

Dated: 20.11.2026

AO (HR-Staff Matters)

