



**Indian Institute of Management Kashipur**  
**Walk-in-Interview for the post of**  
**Administrative Trainee / Administrative Associate (Library)**

**Advt. No. AA-09/2025**

**18.09.2025**

IIM Kashipur intends to engage **Administrative Trainee / Administrative Associate (AAs)** in the Library on the following terms and conditions:

**Job Responsibilities:**

1. To assist the Librarian in offering the library and information services to the faculty, students and other stakeholders.
2. Cataloguing, Classification and other technical processing of library resources.
3. Handling and managing circulation counter (membership, circulation, reminder, overdue charges and other day-to-day activities)
4. Knowledge of online and offline database/eResources to answer research queries.
5. To assist individual users in accessing library resources and services.
6. Maintenance of inventory, register and other statistics.
7. Monitoring maintenance and upkeep work of the library

**Required Qualifications and Stipend:**

**Administrative Trainees:**

**Qualification:**

Bachelor of Library and Information Science (BLibSc) or equivalent, with good academic records and relevant experience.

**Stipend:**

Stipend of 24,500/- to 29,500/- per months with an annual increment of Rs. 2000/- in case of re-engagement.

**Administrative Associates:**

**Qualification:**

Master of Library and Information Science (MLISc) or equivalent with three-year relevant administrative experience in an academic Institution of repute.

**Stipend:**

Stipend of Rs. 40,000/- to Rs. 45,000/- per months with an annual increment of Rs. 3000/- in case of re-engagement.

**Age:** The age of the candidate should be preferably below 45 years.

**Duration:** Appointments will be made purely on contract basis for a period of one year initially from the date of joining and renewable annually, subject to satisfactory performance and requirement of the Institute, generally limited to three years.

**Selection Process:** A walk-in-interview is scheduled on **08 /10 /2025 at 10:00 AM** onwards. The candidates willing to appear in the interview are requested to go through the advertisement thoroughly and ensure that they fulfil the eligibility criteria. The candidates are requested to bring their latest Resume with one set of self-attested photocopy of all educational and experience certificates at the time of interview along with original photo identity issued (preferably AADHAAR) by the Government of India.

**Reporting Time:** 09:30 AM to 10:30 AM (Candidates arriving after 10:30 AM will not be allowed to participate in the Interview process.)

**Venue:** Academic Vihara, IIM Kashipur, Uttarakhand.

**Contact:** +91-7088270882, 7900444090,91,92,93

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Chief Administrative Officer