NATIONAL INSTITUTE OF BANK MANAGEMENT

Invites Applications for
Library Assistant

NIBM is the apex institution for research, training and consultancy in banking and finance. The Institute has an excellent library with a carefully selected collection catering to the needs of Banking & Financial Sector and General Management areas.

NIBM Library

The Institute library is one of the best in the country, providing comprehensive reference and reading material on Economics, Banking, Finance, Management and other allied areas. The library building is with reading room facility and spacious. The library is the center of attraction for academics, researchers, and the banking fraternity across the country. It has a collection of over 71,600 + books, 15,800+ bound volumes, 80 + journals/magazines. The library has around 26000+ e-books and more than 10,000+ e-journals. The library subscribes to various databases such as Ace Equity, CMIE databases, EPWRF, LSEG Workspace for Students, Harvard Cases, EBSCO databases, ProQuest, J-gate, JSTOR, Scopus etc. The remote access facility is also made available to users. The digital library comprises various types of documents such as e-journals, magazines, e-books, case studies, data sets, time-series data, reports, trade publications, newspapers etc. The library catalogue is fully automated and is accessible on the library webpage through an institutional website. Library subscribes to plagiarism detection software iThenticate with AI Detection Capabilities module.

The library provides various information services to users. Library membership is available to individuals residing in Pune who are associated with banks, educational institutions, or financial organizations. Institutional membership is also available for colleges or companies.

NIBM invites application from suitable candidates for the position of Library Assistant.

Job Title	:	Library Assistant
Age	:	Preferably not more than 30 years – can be relaxed in case of exceptional, deserving candidates with relevant experience.
Tenure	:	Appointments will be offered on contract basis for two years, inclusive of probation of initial six months. The contract is extendable subject to satisfactory review of performance.
Remuneration	:	An all-inclusive consolidated monthly pay of upto Rs.25,000/- p.m. Higher pay may be considered for exceptionally qualified and experienced candidate.
Educational Qualifications, Skills and Experience	:	The candidate should be a Graduate / Post-graduate in Library & Information Science (B. Lib. I. Sc. / M. Lib. I. Sc.) from recognized University. Well versed with MS-Office, Library software and Diploma Certificate Course in IT is preferred. The candidate should have relevant experience of at least 3 or more years in academic library or of similar institution. The candidate with adequate knowledge in the library system, services and hands on experience in a fairly largelibrary and skills for library intranet development, Institutional Repository, Digital Library will be an added advantage. Good communication skills in English is a must.

Key Responsibilities (indicative and not exhaustive)

- Handling Circulation Counter (Issue-return etc.), registering patrons, collecting fines etc.
- Reader Assistance for reference service, bibliographic instruction and database searching.
- Shelving of books, periodicals, CDs/DVDs etc.
- Assisting in acquisition of books, journals and other knowledge resources.
- Digital Library / Institutional Repository management.
- Data entry work in library.
- **The selected candidate will have to work in different shifts till late evening and weekends on rotation basis.**
- The list of duties is illustrative and not exclusive. It is subject to change from time to time depending upon exigencies of the services.
- Any other responsibilities incidental to the post, as may be assigned by the Competent Authority in the Institute.

Other Terms & Conditions:

- The eligibility qualifications, experience and age will be reckoned as on the last date prescribed for receipt of applications. Relaxations and concessions in eligibility, if any, will be at the sole discretion of NIBM.
- The appointment will be made on the recommendation of a duly constituted Selection Committee. The applications received in response to the advertisement will be scrutinized and the shortlisted candidates only will be called for interview.
- Merely fulfilling the requirements given in the advertisement will not automatically entitle any candidate to be called for interview.
- The selection of the candidate will be at the sole discretion of the Institute.

Interested and eligible applicants may submit their online applications with complete information through the following link:

https://www.nibmindia.org/careers/

It is mandatory to submit the applications online as mentioned above and applications submitted via e-mail, by post / courier or by any other mode shall be summarily rejected.

The last date for submission of online applications is **Thursday, December 03, 2026**. Applications submitted after the cut-off date will not be considered.

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