



## NATIONAL INSTITUTE OF BANK MANAGEMENT

### Invites Applications for Library Assistant

NIBM is the apex Institution for research, training and consultancy in banking and finance located at Kondhwe Khurd, Pune. The Institute provides advanced training in Banking and Finance to Officers/Executives of Banks and conducts Research in Banking and Finance. NIBM also conducts a Two Year Post-Graduate Diploma in Management (Banking and Financial Services) which is recognized by the AICTE.

NIBM invites application from suitable candidates for the above position.

Library at the Institute is computerized, subscribes to e-resources and provides various information services. It is also open on weekends and other holidays. The selected candidate will have to work in different shifts till late night and on weekends.

**Job Title :** Library Assistant

**Age :** 21 – 28 years

**Tenure :** Appointments will be offered on a contract basis for two years. On completion of the contract period an evaluation of the performance will be done to ascertain the suitability of the candidate to offer regular position at NIBM.

**Pay & Other** An all-inclusive consolidated monthly pay of Rs.25,000/- during initial contract period of two years.

**Benefits**

Other benefits are admissible as per the Institute's rules for employees on contract.

**Educational Qualifications :**

Graduate + First Class Master's degree in Library Science / Library & Information Science from recognized University. Advanced IT knowledge is preferred.

**Skills Required :**

- Good written & oral communication skills,
- The candidate is expected to have adequate knowledge in the library system, services and hands on experience in a fairly large library.
- Well versed with MS-Office, Library software and Diploma / Certificate Course in IT will be an added advantage.
- Familiarity with Web Based Information Resources,
- Knowledge and Skills for library intranet development , Institutional Repository / Digital Library will be an added advantage

**Experience:** Minimum 2 years working experience in an academic library will be preferred.

**Key Responsibilities:**

- Assisting in acquisition of books, journals and other resources including technical processing
- 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.
- Digital Library / Institutional Repository management
- Data entry
- Binding
- Any other duties assigned by Incharge Library from time to time.

Interested candidates may send their application, with full particulars to:

**The Director  
National Institute of Bank Management  
Kondhwe Khurd  
Pune 411 048**

Those who applied for this position earlier need not apply. Only shortlisted candidates will be intimated. Soft copy of the application to be sent on the e-mail-id [app.lib-asst@nibmindia.org](mailto:app.lib-asst@nibmindia.org)