

Advt. No. IIITH/ HR/Lib/037

Start Date: September 10, 2026

End Date: September 25, 2026

IIIT Hyderabad Invites Applications for the Position of Library Assistant

Ranked #6 in India, International Institute of Information Technology is a premier, independent public institution known for its world-class research ecosystem. With 578 research scholars and a unique interdisciplinary culture, IIIT-H bridges the gap between AI, Human Sciences, and Engineering.

The Institute invites applications to strengthen its library team

Overall Responsibility:

Responsible for managing IIIT Hyderabad's library to ensure it operates efficiently and delivers effective library services to the Institute's patrons. The position reports to the Head-Library.

Education & Experience

- Masters in Library & Information Sciences from a nationally important institute with flair for technology.
- PG Diploma in Library Automation & Networking or PGDCA is desirable.
- 2-3 years of relevant experience.

Job Responsibilities

- Help manage day-to-day functioning of library services
- Deal with the enquiries from students and faculty.
- Process returned books and media, ensuring they are properly catalogued and returned to their correct location.
- Cataloguing new books, journals, and materials.
- Manage and update databases and records.

Skills

- Strong organizational skills
- Proficient in Microsoft Office applications
- Experienced with databases and conducting online research
- Passionate about reading and continuous learning
- Effective team player with collaborative mindset

Type of Role: Regular position 3 years contract to be renewed based on performance and Institute's needs.

Pay: Commensurate with experience as per Institute's pay scale.

To apply, please share your detailed resume at recruitment@iiit.ac.in