



भारतीय प्रबंध संस्थान बंगलूर  
INDIAN INSTITUTE OF MANAGEMENT  
BANGALORE

Ref: IIMB/HR/RECT/2025/41

Date: 02 July 2025

<b>About IIMB</b>	The Indian Institute of Management Bangalore (IIMB) is a leading graduate school of management in Asia. Under the IIM Act of 2017, IIMB is an Institute of National Importance.
<b>Industry/Service</b>	Higher Education
<b>Post/Job Title</b>	<b>Trainee - Library</b>
<b>Purpose</b>	The incumbent is expected to assist the library team in various functions of the IIMB Library, faculty members, and Students; thereby to gain on the job training in the functioning of the library
<b>Reporting to</b>	<b>Librarian &amp; Section In-charge</b>
<b>Will also closely work with</b>	IIMB faculty members and Students
<b>No. of positions &amp; Location</b>	4 Trainee Positions in IIM Bangalore, Bannerghatta Road Campus
<b>Principal Accountabilities &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>• Training will be provided in Acquisition/technical processing of print and online resources.</li><li>• Circulation and access to resources by users (external members/visitors)</li><li>• Other inventory management processes using RFID technologies.</li><li>• After the traineeship in sections, the incumbent is expected to assist the staff in the above divisions and submit a monthly report on their learning and contributions.</li><li>• The selected candidates are expected to work six days a week.</li><li>• The trainees may be allotted shift duty and may have to work on public holidays too.</li></ul>
<b>Qualification and Personal Profile</b>	<ul style="list-style-type: none"><li>• Candidates who completed their MLISc not more than 3 years ago are eligible to apply.</li><li>• Candidates should have secured a first-class in their MLISc examination.</li></ul>
<b>Other Skill and Ability Requirements</b>	<ul style="list-style-type: none"><li>• Excellent communication skills in English.</li><li>• Strong interpersonal and intrapersonal skills.</li><li>• Strong technical knowledge of cataloguing standards (RDF, FRBR, MARC 21, Etc.)</li><li>• Working knowledge in library technologies: KOHA, (any ILMS), EMS, WordPress, ERMS, Coral is desirable.</li><li>• Exposure to searching online databases, aggregators, and journal providers.</li><li>• Awareness about the use of social media for the promotion of library services.</li></ul>
<b>Duration</b>	1 Year
<b>Stipend</b>	An all-inclusive monthly stipend of Rs.25,000 (Rupees Twenty-Five Thousand only) per month

Interested candidates may fill the application using the link: [here](#)

The closing date for applications is 13<sup>th</sup> July 2025. Only shortlisted candidates will be intimated. It is mandatory to fill in all fields and the following documents are required to be uploaded while submitting the application.

- **10<sup>th</sup> & 12<sup>th</sup> Marksheets.**
- **Diploma/Graduation – All semester wise Marksheets & Final Degree/ Graduation Certificate.**
- **Post - Graduation (if applicable)– All semester wise Marksheets & Final Post – Graduation Certificate.**
- **All experience letters along with relieving letters.**

**Applications without these documents will be treated as incomplete and will not be considered.**