Advt No: IIIT/Staff Recruitment/Advt.No-13/2022

Application Start Date: 30\textsuperscript{th} Nov 2022
End Date: 15\textsuperscript{th} Dec 2022

IIIT Hyderabad Invites Applications for the Position of Information Assistant -01 Position

The International Institute of Information Technology Hyderabad is a world-class institution offering BTech, MS by Research, Dual Degree (BTech + MS), MTech, and Ph.D. programs.

The Institute invites applications for strengthening the Library Team.

**Overall Responsibility**
Responsible for ensuring that IIIT Hyderabad’s library is a well-run and functioning facility providing library services to the Institute Community.

**Education & Experience**
- Bachelor’s in library sciences or any degree from a recognized university with a flair for understanding technology.
- 1-2 years of experience in the reputed Library or in the field of Library & Information Science.

**Job Responsibilities**
- Maintaining Institute Research Publications/faculty publications and Managing PhD, MTech, BTP thesis/reports archive and providing seamless access.
- Issuing and returning books and other items for library users using a computerized management system
- Assist in Library Automation and Management of E resources/Database.
- Helping choose and record new library stock and maintaining library records and Assist users to find information
- Assistance to Assistant Librarian and Librarian as and when required.

**Skills**
- Be highly organized
- Has good working knowledge of MS Office
- Well conversant with database and online searches
- A keen interest in reading
- Ability to work as a team

**Type of Role:** Consolidated position with a 1-year contract initially, which may be renewed based on performance and Institute’s needs.

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

**Apply with your detailed resume & Position Name in Subject Line to**
recruitment@iiit.ac.in