IIIT Hyderabad Invites Applications for the Position of Library Assistant – 1 Position

The International Institute of Information Technology Hyderabad is a world-class institution offering B Tech, MS by Research, Dual Degree (BTech + MS), M Tech, and PhD programs.

The Institute invites applications to strengthen its 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 from a well-reputed institute with a flair for understanding technology.
- 1-2 years of relevant experience.

**Job Responsibilities**

- Help manage the day-to-day functioning of library services
- Deal with the enquiries from students and faculty.
- Checking materials in and out and filing or replacing the returned books and materials.
- Cataloguing new materials and books.
- Maintain database and records.
- Arrange repair of damaged materials.

**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:** 01 regular position with a 3-year contract and 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