INDIA INTERNATIONAL CENTRE

India International Centre (IIC), New Delhi invites applications for the post of
Assistant Librarian – 01 Post (Contractual Appointment)

Start date: 06.08.2025

The eligibility criteria for submitting applications are as follows:

a)	Essential Qualification	- Master's degree in Library and Information Science (MLIS) from a recognized university with at least 55% marks or equivalent grade. - Post Graduate Diploma in Library Automation and Networking (PGDLAN) (desirable) - Proficiency in computer applications relevant to library services and operations, including metadata standards (e.g., MARC21, Dublin Core), digital libraries, and institutional and data repositories.
b)	Age	35 – 45 Years.
c)	Technical and Professional Experience	- Minimum 10 years of relevant experience in an academic or research library environment, with demonstrable contributions to library automation, digital resource management, or implementation of technology-driven services. - Sound knowledge of library operations, bibliographic standards, and information organization and retrieval practices. - Managing e-resources, including subscription to databases, open-access resources, and link resolver systems. Proven ability to conduct user training sessions, workshops, and provide reference services with a technology-enabled approach. - Participation in professional development activities, workshops, or conferences related to library technologies and digital scholarship. - Experience with integrated library systems and / or with open-source integrated library systems (ILS) such as Koha, Evergreen, or OPALS. - Working knowledge of digital library platforms such as DSpace, Greenstone, or EPrints. - Familiarity with content management systems (e.g., WordPress, Drupal) for managing library websites and portals. - Understanding of scripting languages and tools such as Python, PHP, or SQL for library automation, customization, and data migration tasks. - Competency in handling digitization processes, OCR software, and long-term digital preservation standards. - Experience with RFID, library discovery tools (e.g., VuFind, Blacklight), and federated search technologies is highly desirable
d)	Remuneration	Commensurate with the educational qualification and experience.

All applications along with CV/supporting documents and a passport size photograph are to be submitted by hand, email or by post to: Administration Department, India International Centre, 40, Max Mueller Marg, New Delhi – 110003 (E-mail – careers@iicdelhi.in) latest by 19.08.2025.

(Kanwal Wali)
Secretary

Staff Notice Boards
IIC Website