

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH (IGIDR)

(An Advanced Research Institute Established by the Reserve Bank of India)

Gen. A. K. Vaidya Marg, Goregaon (E), Mumbai – 400065

Website: www.igidr.ac.in

Ref.No. IGIDR/NT/2025

Date 16.09.2025

ADVERTISEMENT FOR POSITION OF ASSISTANT LIBRARIAN

Applications are invited from eligible Indian Nationals for the following position.

Details of Non-Teaching Positions:

Sr No	Name of the Position	Pay Level (as per the 7th CPC)	Total Vacancy	Age (as on 15.10.2025)
1.	Assistant Librarian	Academic Pay Level 10 (Rs.57,700-1,82,400)	01	40 years
	Nature of appointment:	Regular.		
	Probation period :	2 years.		
	Educational Qualification:	<p>(i) A Master's degree in Library Science, Information Science or Documentation Science or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever a grading system is followed).</p> <p>(ii) A consistently good academic record with knowledge of the computerization of the library.</p> <p>(iii) Qualifying in the National Eligibility Test (NET) in Library Science/Information Science conducted by the UGC, or any other agency approved by the UGC.</p> <p>However, candidates who have been awarded a Ph.D. degree in Library Science/ Information Science/Documentation Science in accordance with the "University Grants commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree), Regulations 2009 or 2016 and their amendments from time to time as the case may be, shall be exempted from the requirement of minimum eligibility condition of NET.</p>		
	Experience :	<p>(i) At least 5 years of relevant work experience of with a minimum three years' experience in pay level 6/equivalent or more in a leading national-level research and academic institute or university.</p> <p>(ii) Sound and working knowledge of the application of Open Source Software such as Dspace, Koha, Content Management System (CMS), Reference Management Tools, Relational Database Management System (RDBMS), HTML/CSS, AI tools, etc.</p> <p>(iii) Good knowledge of bibliographic data conversion and MARC21</p> <p>(iv) Working knowledge of RFID would be an added advantage.</p> <p>(v) Good written and oral communication in English.</p>		

	Desirable:	Ph.D. in Library Science/ Information Science/Documentation Science.
	Job Profile :	<ul style="list-style-type: none"> • Assist in selecting, acquiring, and cataloging print and electronic documents • Assist with the subscription, licensing, renewal, and management of print and electronic resources (journals, databases, e-books, magazines, newspapers, etc.) including remote access services • Supervise journals, magazines, and newspaper receipts and draft reminders to vendors/publishers • Perform technical processing of books (classification and cataloging) • Archive library, e-library, Koha data backups, and e-working papers • Assist in managing Library systems (Koha, DSpace, WordPress, OPAC services) • Assist in Server and database administration • Maintain and update records of IGIDR faculty and student publications (Research Papers, Working Papers, Books), including citation metrics • Provide reference services and assist students and visitors with information retrieval • Open Index Initiatives (OII) database and Digital library records updation • Update of institute's theses records and items on Shodhaganga • Prepare documents/statistics related to the budget, UGC, RBI, NAAC, and library committee meetings. • Train library trainees and junior staff in the use of library resources and library applications. • Developing and bringing out monthly online 'EconBuzz' newsletter • Check and update the list of books for online Book recommendation form • Facilitate document delivery services and interlibrary loan (ILL); coordinate with other libraries • Assist in organizing events, promotional materials (posters, banners, videos) • Assist in literature search, guide in citations styles & referencing tools and creating research profiles • Assist in monitoring library operations, circulation, shelf management, maintain library records and reports, ensure audit readiness and compliance. • Assist In conducting library stock verification • Barcoding of library documents • Update display boards (print + digital) • Information retrieval from databases, online resources, and the Internet • Supervise and administer the library in the absence of the Chief Librarian • Orientation to students and library staff • Any other tasks assigned by the Chief Librarian

Application Window: Opens on 22nd September 2025
Last Date for Receipt of Applications: 15th October 2025

How to Apply:

- A. Apply Online: Candidates are required to apply online through the official website of IGIDR, i.e., <https://www.igidr.ac.in/careers>.
- B. Submission Advice: Candidates are strongly advised to submit applications well before the closing date to avoid last-minute technical issues.
- C. Institute Responsibility: The Institute will not be held responsible for any issues in submitting applications before the deadline due to server load or other unforeseen issues.
- D. Salary slips for the last three months need to be submitted
- E. Candidates are required to take out the printout of the online filled application form. A printed hard copy of the application form, along with all the required supporting documents, must be sent to the following address: “The Registrar, Indira Gandhi Institute of Development Research, Gen. A.K. Vaidya Marg, Film City Road, Santosh Nagar, Goregaon (East), Mumbai: 400 065, Maharashtra”, with mention on the envelope – APPLICATION FOR THE POST OF : ASSISTANT LIBRARIAN, within one week after closing of the last date (on or before 20th October’2025) through Speed Post/Courier. Candidature of the applicants will be considered only after receiving the hardcopy of the application form along with the required supporting documents.

General Conditions:

1. A candidate applying for the above position must be a citizen of India.
2. All applicants must fulfill the post requirements and other conditions stipulated in the advertisement as of the closing date for receipt of the applications.
3. Applicants are advised to ensure their eligibility before applying for a post. No inquiry asking for advice as to eligibility will be entertained.
4. The documents will be verified with original testimonials at the time of the test/interview if the applicant is called for the same. The shortlisted candidates will be required to bring all original Certificates, Degrees, and other documents pertaining to their educational qualification, professional qualification, work experience, Salary slips for the last three months, age, etc. need to be submitted for verification purposes at the time of the test/interview.
5. The prescribed educational qualification and experience are the minimum. Mere fulfilling the minimum advertised qualification and experience requirements does not automatically entitle an applicant to be called for the test/interview. The Institute reserves the right to restrict the number of candidates for test/interview.
6. The prescribed qualifications for the post shall not be relaxed. However, the requirement of experience may be considered for relaxation in the case of exceptionally outstanding candidates with demonstrated evidence of proven work in library administration/management, subject to the suitability of the candidate for the roles and responsibilities of the post, as per the Institute’s requirements.
7. Accommodation at the IGIDR may be provided subject to availability on a chargeable basis.
8. IGIDR reserves the right to increase/decrease the vacancies or cancel the recruitment process if the need arises without issuing any notice or assigning any reason.
9. The Institute reserves the right to revise its criteria for shortlisting candidates for the advertised position. The duly constituted Screening Committee will shortlist the candidates adopting such criteria. Therefore, candidates should mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, supported with documents, and ensure that all details are complete and accurate.
10. The period of experience rendered by a candidate on a part-time basis, daily wages, etc., will not be counted while calculating the requisite/ relevant experience for shortlisting the candidates for the test/interview.

11. The Institute's decision in all matters relating to eligibility, acceptance, or rejection of any/ all applications, fixing the eligibility criteria, the equivalence of qualifications, mode of screening/ selection, and the conduct of interview will be final and binding on the candidates.
12. The Institute may decide to conduct a test/interview and/or any other selection process deemed appropriate only for the candidates shortlisted by the Institute. Candidates are required to mandatorily mention their email ID in the application form.
13. The Institute shall not entertain any interim correspondence or personal inquiries.
14. Candidates working in the Government/ Semi-Government/ Public Sector Undertakings should apply through the proper channel. They should submit a No Objection Certificate from the present employer when filling out an online application.
15. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for the receipt of applications.
16. The Institute reserves the right to cancel or not fill the advertised positions without assigning any reason.
17. The above position requires full commitment to the Institute. Therefore, candidates willing to dedicate themselves wholeheartedly to the Institute are expected to apply.
18. Appointment orders issued by the Institute to the finally selected candidate shall be provisional. The Institute shall verify the antecedents or documents (subject to medical fitness/character/ antecedent/ Police verification, verification of all original documents, experience certificate, and other relevant documents) submitted by a candidate at the time of interview and the appointment. At a later date, if it is found that any of the facts/ documents submitted by a candidate are fabricated or altered, or the candidate has doubtful antecedents/ background and has suppressed the said information. Under such conditions, the candidature shall stand cancelled, and their services may be terminated.
19. In case of any inadvertent mistake in the selection process, which may be detected at any stage, even after the issue of the appointment order, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
20. Addendum/ deletion/ corrigendum (if any) shall only be posted on the Institute's website.
21. Canvassing of any nature and bringing any influence/ pressure from any quarter will be considered a disqualification for the post.
22. The institute will only contact candidates shortlisted for the test/interview. We will not send out letters of rejection to other applicants. E-mails/Calls asking for status updates will not be entertained.
23. Correspondence, if any, from the Institute, including the test/interview call letter of the shortlisted candidates, shall be sent to the E-mail ID provided by the candidate. It is the sole responsibility of the candidate to provide the correct E-mail ID.
24. Legal disputes, if any, will be restricted within the jurisdiction of Mumbai only.
25. Incomplete applications without proper supporting documents will be summarily rejected.

Date : 16.09.2025

Sd/-
Registrar