

INFORMATION AND LIBRARY NETWORK (INFLIBNET) CENTRE

(An Inter University Centre of University Grants Commission)

Post Box NO.4116, Near Gujarat University Guest House,

University Campus, Navrangpura

AHMEDABAD - 380 009.

Web site: www.inflibnet.ac.in

Advt. No. 03/2011

INFLIBNET Centre is an autonomous body of the University Grants Commission with its head-quarters at Ahmedabad. The Centre is involved in a variety of activities for the benefit of academic and research community in the country. Some of the major activities of the Centre include automation and networking of universities libraries, creation of national union databases, development of library management software to facilitate library automation, human resource development, providing Internet bandwidth and scholarly content through consortia.

The Centre invites applications from Indian Nationals for the following post:

1. Administrative Officer Grade - I: – 1 (One) post (UR)

Job Description: The incumbent will be responsible for looking after Personnel/Accounts and Finance related matter of the Centre. He should possess the knowledge of Income tax, Budget, Finalization of Accounts and Scrutiny of Bills with reference to Central Govt. Rules and day-to-day routine work and correspondence.

Essential Qualification & Experience: Master's Degree with 55% marks with 5 years experience in Personnel/Purchase & Stores/ Finance and Accounts in Government / University or Autonomous Body. The incumbent having Master Degree in Business Administration with experience of working in Government/ Academic Institutions will be preferred. Persons on deputation from Central/State/Govt. Departments/ Central & State PSUs/Universities will be Preferred

AGE LIMIT: 40 years (45 Years for central & State Government/ Autonomous body's and Universities employees).

Pay in the Payband: ₹ 15600-39100 with Grade Pay of ₹ 5,400/- (At present Gross ₹ 40,742/- per month at the minimum of the scale)

General Conditions:

1. Candidates with requisite qualifications acquired from recognized university / institution need only apply. Mere possession of advertised qualifications and experience does not entitle a candidate for interview.
2. Number of post advertised may increase or decrease.
3. Only post qualification experience will be counted.
4. Candidate applying on deputation will be governed by Govt. of India Rules.
5. At present the place of posting is at Ahmedabad but the selected candidates are liable to be posted for work anywhere in India as and when required.
6. Candidates working in Govt. /Govt. Undertaking/Autonomous bodies/Universities must forward their applications through proper channel.
7. Incomplete application shall be rejected and no interim correspondence will be entertained.
8. Outstation candidates called for interview for the post will be paid to and from First Class or AC 2 tier railway fare.
9. In addition to Basic pay, post carry usual allowances and other benefits as admissible under the rules applicable to the employees of the Centre.
10. The written test may be conducted for this post.
11. Age relaxation will be given to reserved category as per Govt. of India Rules.
12. Canvassing in any form will be a disqualification.
13. Candidates are required to provide their Email id in the application form.

Candidates fulfilling the above requirements may send their application neatly typed strictly in the attached prescribed format with a recent passport size photograph duly affixed in it alongwith attested copies of certificates to the Administrative Officer (P&A) at the above address within 20 days of publication of the advertisement in Employment News.

The Centre reserves the right to reject any application without assigning any reason.

Navrangpura, Ahmedabad 380 009.

Name of the post applied for: Administrative Officer Grade - I

01	Name in Full (In block letters)				
02	Father's/Husband's Name				
03	Date of Birth/Age		Sex		Male / Female
04	Nationality		Marital Status:		Married / Unmarried
05	Category		General / SC / ST / SEBC / OBC		
06	Present address for Correspondence				Pin Code
			Telephone No. if any		Mobile:
07	Permanent / Home Town Address				Pin Code
			Telephone No. if any		Mobile:
08	Educational/Professional Qualifications				
Educational Qualification		Board/Institute/ University	Year of Passing	Percentage of Marks obtained	Division/ Grade

09	Experience (Details of previous and present employment held, if any, in chronological order starting from present position backwards) & Mentioned Post Qualification Experience Only				
Name of the Organization	Position held	From (DD/ MM/ YYYY)	To (DD/ MM/ YYYY)	Nature of Duties	Pay Scale/ Grade Pay/ Gross Salary ₹
10	Have you ever been detained in a Police custody? If yes, give complete details thereto :				
11	a)	Whether you have been convicted by any Court of Law or not? Whether you have been convicted under any Departmental Inquiry? If yes, please give complete details thereto.			
	b)	Whether any criminal case is pending or contemplated against you in any Court of Law? If yes, please give complete details thereto.			
	c)	Whether any Departmental Inquiry is pending or contemplated against you? If yes, please give complete details thereto.			
12	Two References (Not related to you) (Give Name, Contact address and Phone No.)				
01			02		
For additional information, attach more sheets:					

I hereby certify that the foregoing information is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement. In case I have given wrong information or suppressed any material fact or factual information, then my services are liable to be terminated without giving any notice or reasons thereof. I am not aware of any circumstances which might impair my fitness for employment under INFLIBNET Centre.

Date: _____

Place: _____

Signature of the Candidate