

INFORMATION AND LIBRARY NETWORK CENTRE
(An Inter University Centre of University Grants Commission)
Post Box NO. 4, INFOCITY, GANDHINAGAR : 382 007
Web site: www.inflibnet.ac.in

Advt. No. 05/2014

INFLIBNET Centre is an autonomous body of the University Grants Commission with its head-quarters at Gandhinagar, the capital city of Gujarat State in its IT Hub, INFOCITY with world class premier institutes of higher learning and IT corporate bodies. The Centre has taken up major programmes for modernization of libraries and information Centres in universities, colleges, institutes of higher learning and R & D institutes in India with application of computer and communication technology. Some of the major programmes being executed by the Centre include UGC-INFONET Digital Library Consortium, Shodhganga, Shodhgangotri, OJAS and N-LIST etc. The Centre invites applications from Indian Nationals on direct recruitment basis for the under mentioned administrative posts, as follows:

1. Office Assistant-II/Senior Assistant – 1 post reserved under Schedule Caste (SC) category :

ESSENTIAL QUALIFICATION & EXPERIENCE: A Bachelor's degree of a recognized university with at least Second Class, with 5(five) years experience in the field of Purchase & Stores/Accounts/Establishment in a University/Govt./Autonomous body/reputed private firm. Candidate should be able to work on computer.

PAY BAND : Rs.9,300-34,800 (PB-2) plus Grade Pay Rs.4,200/-

AGE LIMIT: 30 years (35 years for central & state Govt. autonomous bodies, university employees)

Application for the post of Office Assistant-II/Senior Assistant will be accepted online only and print out of the on line application alongwith copy of testimonials to be sent to this Centre. Application not made online and print out of online application alongwith testimonials not received within stipulated time will not be accepted.

2. Helper/Auxiliary Staff-I : 1 post reserved under Schedule Tribe (ST) category

ESSENTIAL QUALIFICATION AND EXPERIENCE: 8th Class Pass plus 3(Three) years experience.

Pay in Payband : Pay Band -1s of Rs. 4,440 – 7,440 with Grade Pay of Rs.1,300/-

Maximum Age Limit : 25 years. For Central & State Govt. autonomous bodies, universities employees 35 years.

The applicant for the post of Helper/Auxiliary Staff-I should send duly filled in application alongwith all testimonials, to the above address within stipulated time. Late received applications will not be accepted.

GENERAL CONDITIONS:

1. Candidates with requisite qualifications acquired from recognized university/institution need only apply.
2. Only post qualification experience will be counted.
3. Only Indian Nationals are eligible to apply.
4. Candidates should have good commutation skills.
5. Candidates should possess the essential qualifications and experience as on the closing date of applications.

6. Application received after the closing date will not be considered i.e. 30 days from the date of publication of this advertisement. The Centre will not be responsible for any postal delay.
7. Unsigned/incomplete application will be rejected.
8. Self Attested copies of all relevant certificates, degrees, testimonials etc. should be attached with the application and the originals must be produced at the time of interview.
9. The identity of the candidates will be verified and it should be as per his/her details given in the online application form. The candidates should produce a photo identity issued by Govt. authority at the time of interview.
10. Centre may conduct written test/skill test.
11. The post carries usual allowances as per Govt. of India rules as applicable from time to time. The selected candidate will be covered under New Pension Scheme only.
12. At present the place of posting is at Gandhinagar but the selected candidates are liable to be posted for work anywhere in India as and when required.
13. Candidates working in Govt./Govt.Undertaking/Autonomous bodies/Universities must forward their applications through proper channel.
14. Incomplete applications shall be summarily rejected and no interim correspondence will be entertained.
15. Outstation candidates called for interview will be paid 2nd Class /Sleeper railway fare by the shortest route, on production of photocopy of tickets as a proof of Journey.
16. Canvassing in any form will be a disqualification.
17. In case of highly deserving candidates, conditions may be relaxed at the discretion of competent authority.
18. Age relaxation in case of reserve category/Govt./University/Autonomous body employee as per Govt. Of India Rules as applicable from time to time.
19. Age will be determined on the last date of receipt of applications.
20. Only short listed candidates will be called for test/interview as per the criteria set by the Screening Committee depending upon the relevant experience and number of applications received etc.
21. Centre reserves the right to raise or lower the minimum eligibility criteria depending upon the number of candidates to be called for interview/test.
22. Mere fulfillment of requirement by itself as laid down in the advertisement does not qualify a candidate for written examination/interview/appointment in the Centre.
23. Centre reserves the right to fill or not to fill any post or cancel the advertisement without any notice.
24. Candidates must have their valid and active e-mail id. Centre will not be responsible for bouncing back of any e-mail sent to the candidates.

Candidates must read the advertisement carefully and candidates fulfilling the eligibility criteria only should apply and may fill-up the separate ONLINE APPLICATION for Office Assistant –II on or before 21 days and OFFLINE APPLICATION for Helper/Auxiliary Staff-I and send print out/hardcopy of their application with attested copies of certificates to the Administrative Officer(PA&F) at the above address so as to reach at the Centre on or before 30 days from the date of publication of advertisement in Employment News. The candidate may send print out of online application directly but application not forwarded through proper channel will not be entertained. The Centre reserves the right to reject any application without assigning any reason. No interim correspondence will be entertained. Online application form is available on our website: www.inflibnet.ac.in

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P.O. BOX. NO. 4, INFOCITY
GANDHINAGAR : 382 007**

Advt. No. 05/2014

Name of the post applied for: **HELPER / AUXILIARY STAFF- I**
(Reserved under ST category)

Please affix recent Passport size Color Photograph
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(Please strike out whichever is not applicable)

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	Address for Correspondence		Pin Code			
			State:			
Telephone No. if any			Mobile:	E-Mail:		
06 Educational/Professional Qualifications						
Educational Qualification		School/Board/ Institute/University	Year of Passing	Percentage of Marks obtained	Division/ Grade	
07 Experience (Details of previous and present employment held, if any, in chronological order starting from present position backwards)						
Name of the Organization		Position held	From	To	Nature of Duties	Pay Scale/ Gross Salary Rs.
08	Whether belongs to SC/ST category: (Please specifically write category to which belong. If none of the above, please write category to which you belong:)					
09	Whether serving in Govt./public sector undertaking/autonomous body:					
10	Whether permanent/temporary employee:					
11	Have you ever been detained in a Police custody? If yes, give complete details thereto :					
12	a)	Whether you have been convicted by any Court of Law or not? 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.				
13	Two References (Not related to you) (Give Name, Contact address, Phone No. & E-mail Id)					
i)			ii)			
For additional information, attach more sheets, if required						

I hereby certify that the above 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 any notice or reasons thereof. I am not aware of any circumstances which might impair my fitness for employment under INFLIBNET Centre.

Date:

Signature of the Candidate

Place: