

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. 03/2015

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 for the post of Administrative Officer-I- 1 post on deputation/absorption (likely in future) against lien vacancy as follows :

ESSENTIAL QUALIFICATION & EXPERIENCE: A Master's degree of a recognized university with at least 55 % Marks, with 5(five) years experience in the field of Personnel/Purchase & Stores/Finance & Accounts/ in a University/Govt./Autonomous body. 5 years continuous regular service in Pay Band-2 of Rs.9,300-34,800 plus Grade Pay of Rs.4,200/-

PAY BAND : Rs.15,600-39,100/- (PB-3) plus Grade Pay Rs. 5,400/-

AGE LIMIT : Maximum age-limit for appointment by transfer on deputation shall not exceed 56 years as on the closing date for receipt of applications.

METHOD OF RECRUITMENT: on deputation/absorption (likely in future).

JOB DESCRIPTION : The incumbent is responsible for work in Personnel and Administration, Finance & Accounts and overall supervision of Purchase and Stores, Estate and maintenance, Guest House and monitoring of various contracts etc. awarded by the Centre. He/She should be aware of latest notifications and Rules of Govt. of India.

Application for the post of Administrative Officer-I will be accepted online and print out of hardcopy of the application along with copy of testimonials must be sent to this Centre within the stipulated time.

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 good communications skills and should be able to work on computer.
5. Candidates should possess the essential qualifications as on the closing date of application.

6. Application received after the closing date will not be considered. The Centre is not responsible for postal delay.
7. 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.
8. Written test may be conducted.
9. The post carries usual allowances as per Govt. of India rules of deputation as applicable from time to time. The selected candidate will be covered under New Pension Scheme only.
10. 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.
11. Only eligible candidates working in Govt./Govt.Undertaking/Autonomous bodies/Universities must forward their applications along with testimonials through proper channel with Integrity Certificate, Vigilance Clearance Certificate, attested copy of ACRs for last 5(five) years and no penalty certificate for last 10(ten) years should reach the Centre on or before 27.07.2015.
12. Unsigned/incomplete application will be rejected summarily and no interim correspondence will be entertained.
13. 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.
14. 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.
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 etc. and number of applications received.
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 any form 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 ONLINE APPLICATION on or before 20.07.2015 and send print out of their application with attested copies of certificates testimonials through proper channel with Integrity Certificate, Vigilance Clearance Certificate, attested copy of ACRs for last 5(five) years and no penalty certificate for last 10(ten) years should reach the Centre on or before 27.07.2015 to the Administrative Officer(PA&F). The candidate must send print out of online application with all requisite documents forwarded through proper channel. No interim correspondence will be entertained. Online application form is available on our website: www.inflibnet.ac.in

**INFORMATION AND LIBRARY NETWORK CENTRE
(AN INTER-UNIVERSITY CENTRE OF UNIVERSITY GRANTS COMMISSION)**

P.O. BOX. NO. 4, INFOCITY

GANDHINAGAR : 382 007

Advt. No. 03/2015

**Name of the post applied for: Administrative Officer Gr. I (on deputation/
Absorption (likely in future) basis.**

Please affix
recent

Passport size
Color
Photograph

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		
Telephone No. if any			Mobile:	E-Mail:		
06 Educational/Professional Qualifications						
	Educational Qualification	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/OBC(non-creamy Layer)/Ex-Serviceman/PH/Open category: (Please specifically write category to which belong. If none of the above, please write category to which you belong.)					
09	Whether serving in a Central Govt. Organization / Autonomous / Public Sector Under taking / State Govt.					
10	Whether a 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 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 my services will be 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

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports of Dr./Shri/Smt./Ms. _____, _____(designation) who has applied for the post of Administrative Officer Gr.-I on deputation basis in INFLIBNET Centre, Gandhinagar, it is certified that his/her integrity is beyond doubt.

Date : _____

Signature : _____

Name & Designation of issuing authority : _____

VIGILANCE CLEARNACE CERTIFICATE

Certified that no vigilance case or disciplinary proceedings or criminal proceedings are either pending or contemplated against Dr./Shri/Smt./Ms. _____, _____(designation) who has applied for the post of Administrative Officer Gr.-I on deputation basis in the INFLIBNET Centre, Gandhinagar.

Date : _____

Signature : _____

Name & Designation of issuing authority : _____

NO PENALTY CERTIFICATE

Certified that no minor/major penalty has been imposed during last 10(ten) years on Dr./Shri/Smt./Ms. _____, _____(designation) who has applied for the post of Administrative Officer Gr.-I on deputation basis in the INFLIBNET Centre, Gandhinagar.

Date : _____

Signature : _____

Name & Designation of issuing authority : _____