

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. 04/2015

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 on direct recruitment basis for the post of Helper reserved under Other Backward Class(OBC) non-creamy layer 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 application will not be accepted.

GENERAL CONDITIONS:

1. Candidates with requisite qualifications acquired from recognized school/board/university/institution need only apply.
2. Only post qualification experience will be counted.
3. Only Indian Nationals are eligible to apply.
4. OBC (non-creamy layer) Certificate should be of current validity(i.e. **issued after 01.04.2015**), **mentioning OBC(non-creamy layer) for employment in Govt. all over India is only valid otherwise application will be rejected outright.**
5. Candidates should have good communication skills and should be able to work on computer.
6. Candidates should possess the essential qualifications as on the closing date of application.
7. Application received after the closing date i.e. 16th October 2015 will not be considered. The Centre is not responsible for postal delay.
8. Unsigned/incomplete application will be rejected.
9. 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.
10. 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.
11. 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.
12. Candidates working in Govt./Govt.Undertaking/Autonomous bodies/Universities must forward their applications through proper channel.
13. Incomplete applications shall be summarily rejected and no interim correspondence will be entertained.

14. 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.
15. 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 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 the Centre.
23. Centre reserves the right to fill or not to fill any post or cancel the advertisement without any notice.

Candidates must read the advertisement carefully and candidates fulfilling the eligibility criteria only should send their duly filled application with attested copies of certificates so as to reach to the Administrative Officer(PA&F) at the above address on or before 16th October 2015. 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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**Name of the post applied for: HELPER / AUXILIARY STAFF- I
(Reserved under OBC(non-creamy layer))**

Please affix
recent
Passport size
Color
Photograph

(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		
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	OBC(non-creamy layer) category for employment in Govt. all over India Certificate number and date of issue: (Please specifically write category to which belong. If not above, please write category to which you belong:)					
09	Have you ever been detained in a Police custody? If yes, give complete details thereto :					
10	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.				
11	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:

Signature of the Candidate