

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. 02/2015

The INFLIBNET Centre is an autonomous body of the University Grants Commission with its headquarters at Gandhinagar. 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 INFLIBNET Centre include UGC-INFONET Digital Library Consortium, Shodhganga, Shodhgango tri, OJAS and N-LIST, etc. The Centre invites applications from Indian nationals only on direct recruitment basis for the under-mentioned posts in Library and Information Science as well as in Computer Science and Administrative area:

1. SCIENTIST-D (LIBRARY SCIENCE) :1 Post - reserved for OBC(non creamy layer)

ESSENTIAL QUALIFICATION & EXPERIENCE:

- (i) Ph.D. in Library & Information Science with 4 (Four) years relevant experience or M.Lib./M.L.I.Sc. with 10 years relevant experience in a supervisory position.
- (ii) Evidence of innovative library services, published work and professional commitments.
- (iii) Experience in computerized library operations and networking or IT environment.

PAY BAND : Rs.15,600-39,100 (PB-3) plus Grade Pay – Rs.7,600/-

AGE LIMIT: 45 years

2. SCIENTIST-B(LIBRARY SCIENCE): 1 post - reserved for OBC(non-creamy layer)

Essential Qualification: MLib/MLISc/Equivalent with 1(one) year experience.

PAY BAND: Rs.15600-39,100(PB-3) plus Grade Pay Rs.5,400/-

AGE LIMIT: 35 years

3. ACCOUNTS CONSULTANT: 1 Post - Unreserved

ESSENTIAL QUALIFICATION & EXPERIENCE:

Post Graduate Degree with 10 years experience out of which 5 years Administrative/Accounting experience as Assistant Registrar/Accounts Officer or equivalent. Graduate Degree with 12 year's experience out of which 8 years administrative/accounting experience as Assistant Registrar/Accounts Officer or equivalent in Government Institute/Organisation.

Desirable : 1. MBA/PhD and good working knowledge on computer applications in Accounting System.
(2) Retired Group-A Officer from Central Government Institute/Organisation.

PAY :Consolidated remuneration slab of Rs.35,000 – 38,500 – 42,350 per month.

AGE LIMIT: 65 years

JOB DESCRIPTION FOR LIBRARY & INFORMATION SCIENCE PROFESSIONALS: The incumbent will be a member of team of young library and information science professionals responsible for interacting with and assisting the university libraries in their computerization work, creation of machine readable databases, working knowledge of library automation software, creation and development of digital libraries and institutional repositories, digitisation of library resources, bibliographic formats such as CCF, MARC21, etc. electronic publishing, knowledge of E-journal, e-books, Web 2.0, Library 2.0 services and should be well-versed with applications of ICT and libraries. Besides, the incumbent would be required to conduct training programmes for library professionals in computerized library operation, arranging seminars/conferences/workshops etc.

JOB DESCRIPTION FOR ACCOUNTS CONSULTANT: The incumbent is responsible for work in Finance & Accounts Division on full time basis. Retired Group A who have worked in Finance & Accounts fields preferably from universities, Central Govt. undertakings and PSUs. He should be aware of latest notifications of Govt. of India and Rules for Payment and Receipt, budget, taxation, scrutiny and processing of bills, preparation of accounts & balance sheet etc. The appointment will be only for the period of one year extendable further on mutually agreed terms and requirement and incumbent is required to work full-time during working hours of the Centre.

GENERAL CONDITIONS:

1. Candidates with requisite qualifications acquired from recognized university/institution need only apply.
2. Post qualification experience will only be counted and should be computer savvy.
3. OBC (non-creamy layer) Certificate should be of current financial year validity, mentioning OBC(non-creamy layer) for employment in Govt. all over India is only valid otherwise application will be rejected outright.
4. Unsigned/incomplete application will be rejected and no interim correspondence will be entertained.
5. 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.
6. 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 photo identity.
7. Written test/skill test may be conducted before personal interview.
8. 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.
9. 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.
10. Candidates working in Govt./Govt. Undertaking/Autonomous bodies/Universities must forward their applications through proper channel.
11. 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.
12. Canvassing in any form will be a disqualification.
13. Age will be determined on the last date of receipt of applications. Age relaxation in case of reserve category/Govt./University/Autonomous body employee as per Govt. of India Rules as applicable from time to time.
14. 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 qualification etc. and number of applications received.
15. Centre reserves the right to raise or lower the minimum eligibility criteria depending upon the number of candidates to be called for interview/test.
16. 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.
17. Centre reserves the right to fill or not to fill any post or cancel the advertisement without any notice.
18. 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 on or before 21 days and send print out of their application with attested copies of certificates & testimonials in envelop super scribing name of the post applied for to the Administrative Officer(PA&F) at the above address to reach at the Centre on or before 30 days from the date of publication of advertisement in Employment News. The Centre will not be responsible for postal delay. 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/online

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Advt. No. 02/2015

**Name of the post applied for: Scientist - ____ (Library Science)
Reserved under OBC (non-creamy layer) category**

Please affix recent Passport size Color Photograph
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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	OBC(non-creamy Layer) for employment in Govt. all over India issued after 01.04.2015 is only valid write Certificate No and date of issue:					
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, 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

Place : _____

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Advt. No. 02/2015

Name of the post applied for: ACCOUNTS CONSULTANT

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	Mention category : Open / SC/ ST / OBC / SEBC / EX.SERVICEMAN etc.: (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.						
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Date: _____

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