INFORMATION AND LIBRARY NETWORK CENTRE

(AN IUC OF UNIVERSITY GRANTS COMMISSION)

OPP. NIFT & DA-IICT, INFOCITY Area, GANDHINAGAR: 382 007

WALK-IN INTERVIEW

INFLIBNET Centre invites applications from Indian nationals for the following purely temporary positions on contractual appointment basis through manpower agency M/s. Viswambi Security Agency Pvt. Ltd.

Sl No	Name of the Post	Consolidated Remuneration p.m (in Rs.)	No. of Post	Preferable Age Limit	Essential Qualification and Experience	Date of Walk-in-Interview
1.	Sr. Project Officer (CS)	35,000/-	05	Below 40	B.E. (CS/IT) or B.Tech. (CS/IT) or MCA or M.Sc. (CS/IT) or Equivalent with minimum 3 years experience OR M.Tech. (CS/IT) with minimum 2 years experience	30.08.18
2.	Project Officer (CS)	30,000/-	07	Below 35	B.E. (CS/IT) or B.Tech. (CS/IT) or MCA or Equivalent with minimum 2 years experience OR M.Tech. (CS/IT) with minimum 1 years experience	30.08.18
3.	Sr. Project Associate (CS)	26,000/-	02	Below 35	B.E. (CS/IT) or B.Tech. (CS/IT) or MCA or Equivalent with minimum 1 year experience OR M.Tech. (CS/IT)	30.08.18
4.	Project Assistant (CS)	20,000/-	03	Below 28	Diploma/ BCA/ B.Sc (CS/IT) or equivalent Graduate degree in (CS/IT) with minimum 2 years experience	30.08.18
5.	Project Associate (LS)	22,000/-	02	Below 30	M.Lib. / M.LISc. or equivalent degree in LIS with minimum 1 year experience	31.08.18
6.	Date-entry Operator / Management Trainee	18,000/-	04	Below 28	Graduate degree in any discipline with good communications and ICT skills	31.08.18
7.	Project Officer (Finance & Accounts)	30,000/-	01	Below 35	(i) A Post Graduate Degree and (ii) Minimum 4 years relevant work experience in an Institute/Org OR (i) A Graduate Degree and (ii) Minimum 6 years relevant work experience in a Institute at the level of Assistant/Clerk level Desirable : (i) An MBA or equivalent, (ii) Experience in Tally/PFMS/ERP System	31.08.18
8.	Receptionist / Front Office Assistant	20,000/-	01	Below 30	(i) A Graduate Degree and OR (i) Diploma/Certificate in Professional qualification in relevant field. (ii) Proficiency in English (oral/verbal communication) Desirable: (i) 2 years relevant work experience in an Institute/Organization (ii) Solid knowledge of MS Office particularly Excel & Word (iii) Should have experience in maintaining records and files, managing correspondence, inward/outward, office management etc.	31.08.18

*The number of posts may decrease/increase and eligibility conditions may be relaxed in exceptional cases at the discretion of the competent authority.

All eligible candidates are requested to walk-in with their bio-data affixed with recent passport size photograph and testimonials in original as well as one set of photocopy of the same on 30.08.2018 at 10.00AM (for Computer Science positions)

and on 31.08.2018 (For Library Science and other positions) at above mentioned address. Written test may be conducted followed by the personal interviews of the successful candidates in written test. Number of posts may decrease or increase at the discretion of the competent authority.