



सूचना एवं पुस्तकालय नेटवर्क केन्द्र /Information and Library Network Centre
विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र
An Autonomous Inter-University Centre of UGC
गांधीनगर / Gandhinagar- 382007

RECRUITMENT OF CONTRACTUAL STAFF THROUGH MANPOWER AGENCY

Information and Library Network Centre, Gandhinagar invites applications from Indian nationals on purely contractual appointment basis for various administrative posts which will be hired through manpower agency.

S.NO	Position	Qualification/Experience	Consolidated Pay & Age
1	PS to Director	Graduate from recognized University with a minimum speed of 120 wpm in shorthand and 40 wpm in typing. Minimum 1year experience as stenographer and knowledge of computer system for information processing and retrieval. Desirable : <ul style="list-style-type: none">➤ Two years relevant experience as PS in Centre/State Govt, reputed private firms➤ Good command over English written skills➤ Knowledge of noting and drafting	Rs.25000/- to Rs.40000/- (Age : Below 40)
2	Executive (Accounts)	Post-graduate degree and minimum 1 year relevant experience in an institute/organization OR A Graduate degree and minimum 3 years relevant work experience in an institute/organization Desirable : <ul style="list-style-type: none">➤ Minimum 60% of marks in M.com/B.com➤ Additional qualification of Diploma in Taxation & Law/semi-qualified in CA/CWA➤ Experience in accounts, TDS, GST and bank operations➤ Strong knowledge on Tally Prime , computer literacy i.e MS Excel and Word➤ Good command over English written skills	Rs.25000/- to Rs.40000/- (Age : Below 40)
3	Assistant(Accounts)	A Graduate degree or Diploma/certificate in professional qualification in relevant field Desirable : <ul style="list-style-type: none">➤ Minimum 60% of marks in B.Com➤ Additional qualification of Diploma in Taxation & Law➤ Experience in accounts, TDS, GST and banking operations➤ Strong knowledge on Tally Prime, computer literacy i.e MS Excel and Word➤ Good command over English written skills.	Rs.20000/- to Rs.35000/-

#

#

4	Assistant (Guest House) & Receptionist#	<p>A Graduate degree or Diploma/certificate in professional qualification in relevant field</p> <p>Desirable :</p> <ul style="list-style-type: none"> ➤ Two years relevant experience of Administrative work in Centre/State Govt, reputed private firms ➤ Good command over English written skills ➤ Knowledge of computer system for information processing and retrieval i.e MS Office, Google drive, mail merge etc ➤ Knowledge of noting and drafting 	Rs.20000/- to Rs.35000/-
---	---	--	--------------------------

#

All eligible candidates are requested to apply online through <https://www.inflibnet.ac.in/jobs/rolling/index.php/administrator> (Click on apply for Admin post and select relevant post) on or before 09/10/2023 till 6PM. Shortlisted candidates will be called for interview.