



सूचना एवं पुस्तकालय नेटवर्क केन्द्र / INFORMATION AND LIBRARY NETWORK CENTRE
(विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र, शिक्षा मंत्रालय, भारत सरकार)
(An Autonomous Inter-University Centre of UGC, Ministry of Education, Govt of India)
गांधीनगर / Gandhinagar- 382007

RECRUITMENT OF CONTRACTUAL STAFF THROUGH MANPOWER AGENCY

Information and Library Network (INFLIBNET) Centre, Gandhinagar invites applications for **Administrative positions** through manpower agency on contractual appointment basis.

SLN o	Name of the Post	Consolidated Remuneration per Month (in Rs.)	No. of Post	Preferable Upper Age Limit	Essential Qualification and Experience	Desired Qualification
01	Executive/ Jr Engineer (Civil)	25,000/- to 50,000/- (Depending upon the qualification and experience)	01	Below 40	B.E /B. Tech in Civil Engineering from recognize university preferably with one-year experience Or Diploma in Civil Engineering from recognize university preferably with three years' experience	MS Office, AutoCAD and expert in Engineering drawings
02	Assistant (Hindi)	20,000/- to 35,000/- (Depending upon the qualification and experience)	01	Below 40	Bachelor's degree of a recognized University in Hindi/English with English/Hindi as a compulsory or elective subject. or Bachelor's degree of a recognized University in any subject other than Hindi or English, with Hindi/English medium and English/Hindi as a compulsory or elective subject.	Hindi Typing with knowledge of MS Office with one year experience in Central Govt office as Hindi Translator or Hindi Assistant
03	Assistant (Reception Desk)	20,000/- to 35,000/- (Depending upon the qualification and experience)	01	Below 40	A Graduate degree or Diploma/certificate in Professional qualification in relevant field and good command over verbal communication. Desirable : ➤ One year 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	Graduate degree with English/Hindi fluency with knowledge of MS Office with one year experience in Central Govt office.

Eligible candidates may apply on <https://www.inflibnet.ac.in/jobs/rolling/index.php/administrator>
and shortlisted candidates will be called for interview.

For query you may call on 079-23268102