



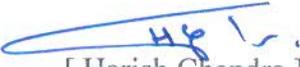
सूचना एवं पुस्तकालय नेटवर्क केन्द्र  
Information and Library Network Centre  
विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र  
An Autonomous Inter-University Centre of UGC  
गान्धीनगर / Gandhinagar – 382007

**Schedule of Trade/Skill Test followed by Personal Interview of qualifying candidates.  
Instructions to the candidates for the post of Personal Secretary advertised vide Advt.  
No. 01/2021**

Sl. No.	Name of the Post	Date of Screening/Trade Test & Interview	Reporting Time	Venue
1	<b>Personal Secretary</b> Trade Test (Dictation at minimum speed of 120 wpm in shorthand and 40 wpm in English typing on computer) followed by personal interview (only for candidates who qualify in the Trade Test)	Monday, 22 <sup>nd</sup> November 2021	09.30 AM	INFLIBNET Centre, INFOCITY, Gandhinagar, GUJARAT

**Instruction to the Candidates:**

1. Eligible candidates can download Admit Card using their Application Id and Password generated at the time of applying.
2. If any eligible candidate as per the uploaded list available on the website of the Centre, has not received the email intimation of Trade Test/interview may contact Centre on email: [recruitment@inflibnet.ac.in](mailto:recruitment@inflibnet.ac.in) immediately.
3. Selection Procedure is as follows:
  - (i) Trade Test : Dictation for stenography and Typing of the same on computer. Minimum Net speed of 120 w.p.m. in shorthand;
  - (ii) Typing Test : English typing on computer with minimum net speed of 40 w.p.m. will qualify for interview; and
  - (iii) Final selection will be based on performance in personal interview only, of successful candidates in Trade Test.
4. No interim correspondence will be entertained in this regard.

  
[ Harish Chandra ]  
Administrative Officer(P&A)