



## Information and Library Network Centre

(An Autonomous Inter University Centre of UGC)  
Post Box No. 4, Infocity, Gandhinagar: 382007  
Ph. No. 079 232 68000 E-mail: recruitment@inflibnet.ac.in  
Website: www.inflibnet.ac.in

### Advertisement No. 01/2023

#### Recruitment Notice for various Administrative and Scientific & Technical Positions

Online applications are invited from the eligible Indian national candidates for following positions on regular basis.

Sr. No.	Name of Post	No. of Posts	Category	Pay Level	Qualification and Age
1.	Administrative Officer Lien Vacancy	01	UR	10	Master's Degree from a recognized University with 55% marks with five years of experience in Personal & Administration, Purchase & Stores in Govt / University / Autonomous Body. <b>Upper Age Limit: 40 years</b>
2.	Administrative Officer (Finance) Lien Vacancy	01	UR	10	Master's degree from a recognized University with 55% marks, with five years of experience in Finance & Accounts in Govt/ University/ Autonomous Body <b>Upper Age Limit: 40 years</b>
3.	Scientific Technical Assistant (Library Science) Lien Vacancy	01	OBC (NCL)	6	B.Lib/B.L.I.Sc from a recognized University. The candidates having relevant higher qualification than BLISc i.e. MLISc (integrated mode) from recognized University may also apply. <b>Upper Age Limit: 30 years</b>
4.	Scientific Technical Assistant (Computer Science)	01	OBC (NCL)	6	DCA from a recognized Board/ University. The candidates having relevant higher qualification than DCA i.e. Degree Programme/ Course in Computer Science such as BCA, BSc (IT), BE/B.Tech (CS/IT), MCA or equivalent from recognized University may also apply. <b>Upper Age Limit: 30 years</b>
5.	Personal Secretary	01	UR	7	A Bachelor's Degree from a recognized University with a minimum speed of 120 wpm in shorthand and 40 wpm in typing. Eight years of experience as Personal Assistant in University / Government / Autonomous Body / Reputed Private Firm. Experience in computer operation is essential. <b>Upper Age Limit 35 years</b>
6.	Clerk-cum-Typist	01	UR	2	(a) 12th Class passed or equivalent from a recognized Board or University. (b) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (c) Knowledge of computer applications. <b>DESIRABLE:</b> Graduate from any recognized University <b>Upper Age Limit 30 years</b>

Any Corrigendum/Addendum/Notices in respect to this advertisement shall be published on Centre's Website only. For details please visit: www.inflibnet.ac.in  
Date of Commencement of Online Application : From the Date of publication in Employment News

Last date of Online Application : 20 days from date of publication in Employment News up to 5:30 PM

Last date of receipt of hardcopy of online applications along with all self-attested enclosures : 30 days from date of publication in Employment News up to 5:30 PM