

**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****EMPLOYMENT NOTIFICATION NO. 02/2023****ADVERTISEMENT FOR THE ADMINISTRATIVE POSITIONS**

INFLIBNET Centre is an Autonomous Inter University Centre of the University Grants Commission with its head-quarters at Gandhinagar, Gujarat. The Centre has taken up major programmes for modernization of libraries and information Centres in universities, colleges, institutes of higher learning and R & D institutes in India with application of computer and communication technology. At present Centre is handling numerous projects which can be seen on our website. Some of the major programmes being executed by the INFLIBNET Centre include Shodhganga, Shodhgangotri, E Content, e-Shodh Sindhu, IEP, Vidwan, Indcat, IRINS, INFED, NIRF, ARIIA besides other national level projects etc. The Centre invites applications from Indian Nationals on direct recruitment basis for the under-mentioned posts in administration as follows:

Date of Commencement of Online Application	30.09.2023
Last date of filling Online Application	20.10.2023 Up to 6:00 PM
Last date of receipt of hardcopy of online application along with all self-attested enclosures (Including postal processing days)	30.10.2023 Up to 6:00 PM

DETAILS OF THE POST(S), PAY, QUALIFICATIONS, OTHER REQUIRMENTS, ETC.

1	Name of Post	PERSONAL SECRETARY
2	Number of Vacancy	1
3	Category	Position under Un-reserved (UR) Category
4	Upper Age Limit	35 years (40 years for Central & State Govt. Autonomous bodies, University employees)
5	Educational Qualifications and experience required	A Bachelor's Degree of a recognized university with a minimum speed of 120 wpm in shorthand and 40 wpm in typing. Eight years experience as Personal Assistant in University / Government / Autonomous Body / Reputed Private Firm. Experience in computer operation essential.
6	Pay Level	7 (Pay Range Rs.44900- 142400)
7	Method of Recruitment	Direct Recruitment
8	Job Description	The incumbent will be responsible for providing secretarial assistance to the Director, up keeping and maintenance of important and confidential records, preparing important reports, drafting and noting, co-ordination and liaising with UGC & other institutions, different division and taking overall charge of Director's secretariat.

1	Name of Post	CLERK CUM TYPIST
2	Number of Vacancy	1 (One)
3	Category	Position under Un-reserved (UR) Category
4	Upper Age Limit	30 years (relaxable up to 05 years for employees of Central & State Govt. Autonomous Bodies, University employees)
5	Educational Qualification	(a) 12th class pass 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 DESIRABLE: Graduate from any recognized university.
6	Pay Level	2 (Pay Range Rs.19900- 63200)
7	Method of Recruitment	Direct Recruitment
9	Job Description	The incumbent is required to carry out inward-outward, Record Keeping, process bills/reimbursement of claims, drafting and noting related to administrative and establishment, preparation of vouchers and entry in accounts related software in finance and accounts, procurements and maintenance of stores related records. Candidates should have good command over spoken and written Hindi/English etc

GENERAL INSTRUCTIONS, ESSENTIAL INFORMATION AND CLARIFICATIONS:

1. Only online applications will be accepted. Application not made online and printout of online application along with all testimonials not received within the prescribed time, will be summarily rejected. Even if any document found missing with hard copy of the application it will be rejected summarily without any communication to the candidate.
2. Applicants must send ONE hard copy of the online application along with legible/readable copies of all self-attested testimonials, certificates and all supporting documents to "Recruitment Cell, Information and Library Network Centre, Opp. NIFT, INFOCITY, Gandhinagar, Gujarat-382007" **on or before 30.10.2023 up to 06:00 PM**, super-scribing as under through Registered Post / Speed Post / Courier only, failing which the application will be rejected:

Application for the post of	
To,	
"Recruitment Cell"	
Information and Library Network Centre,	
Opp. NIFT, Infocity,	
Gandhinagar, Gujarat – 382007	
From,	
Name of Applicant :	
Full Address :	
Mobile No :	

3. Candidate with requisite qualifications acquired from recognized university/board/institution need only apply.

4. Wherever the experience is required for any post, only relevant post qualification experience will be considered.
5. Age relaxation in upper age limit will be allowed as per Govt. of India rules, as amended from time to time.
6. Age relaxation to Central/State Govt./Autonomous bodies, university employees will only be given those who are permanent employee of that body and his/her application is forwarded through proper channel will only be eligible for any relaxation, if provided.
7. Candidate who desires to apply for more than one post will be required to submit separate online applications along with separate online application processing fees. Candidate needs to send ONE hard copy of printout of each application along with all self-attested testimonials, certificates and all supporting documents separately attached to each application in the manner described as above.
8. The Experience, Qualification and Age etc. will be reckoned as on the last date of submission of Online Application, as amended, if any, on INFLIBNET Website.
9. Applicants are advised to send the applications to this office well in advance without waiting for the last date to avoid postal delay or any delay due to other unforeseen events or circumstances. This office will not be responsible for any postal delay at any stage.
10. Applicant must ensure that he / she fulfills the eligibility conditions for the post applying for.
11. If Candidate holds foreign university's degree/any other qualification, should submit a certificate of equivalency issued by Association of Indian Universities (AIU) along with the application.
12. If candidate has obtained any degree from a university where grading system is followed, he/she should provide equivalency criteria for conversion or formula/method of calculation of percentage of their score in percentage and Class/Division.
13. Candidate, who has obtained degree or diploma or certificate for various courses from any Institution declared fake / de-recognized by the University Grants Commission/AICTE/competent authority, shall not be eligible for being considered for recruitment to any posts.
14. The posts carry usual allowances as per Govt. of India rules as applicable from time to time. The selected candidates will be covered under National Pension System only.
15. At present the place of posting is Gandhinagar, Gujarat but the selected candidates are liable to be posted for work anywhere in India as and when required.
- 16. Applicants must produce original testimonials, certificates and other documents at the time of written test/interview/ or as and when called for.**
17. The Centre shall verify the antecedents and documents submitted by candidate at any time, at the time of appointment or during the tenure of service. In case it is detected that the documents submitted by the candidate are fake or the candidate has undesirable clandestine antecedents / background and has suppressed the said information, his / her services will be liable to be terminated.
18. Written Test/Skill test/Interview may be conducted.
19. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, the Centre reserves the right to modify / withdraw / cancel any communication made to the candidates.
20. The Centre reserves the right to restrict the candidates to be called for written test/skill test/interview to a reasonable number on the basis of qualifications and experience and other criteria higher than the minimum prescribed as decided by duly constituted Screening Committee(s). Call letters for written test/skill test/interview will be sent only to the short-listed candidates THROUGH E-MAIL ONLY. No correspondence will be entertained with the applicants who are not short-listed.
21. Candidates working in Govt./Govt. Undertaking/Autonomous bodies/Universities must forward their application through proper channel on the above address. In case the delay is expected from

the employer, the applicant may submit an advance copy of the application along with all enclosures directly and the applicant will have to submit a 'NO OBJECTION CERTIFICATE' from his/her employer to the Centre as and when asked, failing which the candidature will be summarily rejected.

22. The Centre reserves the right:

- a) To withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
- b) To fill or not to fill up some or all the posts advertised for any reasons whatsoever.
- c) To increase / decrease the number of posts
- d) Any edition / deletion and changes in the matter of terms and conditions given in this notification of recruitment, as directed by concerned authority.

23. No TA will be paid for appearing in written/screening test/interview. No request will be considered for change in date of test/interview for the reasons whatsoever.

24. Hall Tickets / Call letters and other correspondence for attending the Examination / Interview, etc., will be sent only to the eligible candidates by Email only. Candidates must have their valid and active email Id for any communication. Centre will neither be responsible for bouncing of any email sent to the candidate nor if email goes to SPAM folder.

25. Corrigendum/Addendum/Updates, if any, will be published on the website of the Centre only. Hence, candidates are advised to regularly visit the Centre's website www.inflibnet.ac.in for updates.

26. No person shall be recruited unless he / she is in good mental and bodily health and free from any illness that is likely to interfere with the efficient performance of his/her official duties. The candidate selected will be required to submit a medical certificate of fitness from Civil Surgeon of a Govt. Hospital.

27. The character of a person for direct recruitment to the service must be such as to render him/her suitable in all respect for appointment to the service. Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for appointment.

28. Errors and omissions in notification and selection process are subject to corrections as per rules and regulations of the Centre.

29. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the Hon'ble Director, Information and Library Network Centre in all matters will be final and no query or correspondence will be entertained in this connection from any individual or his / her agency.

30. A non-refundable and non-transferable application fee of Rs.500/- for SC/ST and PwBD having certificate from competent authority mentioning more than 40% permanent disability and Rs.1,000/- for all other candidates through online payment mode through SBI Collect must be paid to "Director, INFLIBNET Centre" bank account, applications received without fee and without testimonials will be summarily rejected.

31. Canvassing in any form on behalf of or by any candidate will disqualify him / her from being considered.

32. No interim correspondence will be entertained.