



**INFORMATION AND LIBRARY NETWORK CENTRE  
(An Inter University Centre of University Grants Commission)**

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**EMPLOYMENT NOTIFICATION NO. 01/2021**

**ADVERTISEMENT FOR THE TECHNICAL & ADMINISTRATIVE POSTS**

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, NIRE, ARIIA besides other national level projects etc. The Centre invites applications from Indian Nationals on direct recruitment basis for the under-mentioned posts in Library and Information Science, Computer Science and in administrative area. Following are the important dates and details for application:

Date of Commencement of Online Application	<b>27.02.2021</b>
Last date of filling Online Application	<b>21.03.2021 Up to 5:30 PM</b>
Last date of receipt of hardcopy of online application along with all self-attested enclosures (Including postal processing days)	<b>31.03.2021 Up to 5:30 PM</b>

**DETAILS OF TECHNICAL & ADMINISTRATIVE POSTS**

Sr. No.	Name of Post	Group	No. of Posts	Category	Pay Matrix As per 7th CPC	
					Pay Level	Pay Range
1	SCIENTIST-D (LIBRARY SCIENCE)	A	01	OBC(NCL)	12	78800- 209200
2	SCIENTIST-C (LIBRARY SCIENCE)	A	01	UR	11	67700- 208700
3	SCIENTIST-B (LIBRARY SCIENCE)	A	02	UR	10	56100 - 177500
4	SCIENTIFIC TECHNICAL OFFICER-I (COMPUTER SCIENCE)	B	01	UR	07	44900- 142400
5	SENIOR ASSISTANT/OFFICE ASSISTANT-II	B	03	OBC(NCL)-02 UR-01	06	35400- 112400
6	PERSONAL SECRETARY	B	01	UR	07	44900- 142400

**Abbreviation: UR=Unreserved, OBC (NCL) - Other Backward Class (Non-Creamy Layer)**

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

1	Name of Post	<b>SCIENTIST-D (LIBRARY SCIENCE)</b>
2	Category	Position reserved under OBC(NCL)
3	Upper Age Limit for Direct Recruits	45 years
4	Educational and other qualifications required for direct recruits	Ph.D. in Library & Information Science area + 04(four) years experience OR M.Lib./M.L.I.Sc. or equivalent + 10(ten) years experience.
5	Job Description	The incumbent will be a senior member of a group of young library professionals responsible for interacting with and assisting the University Libraries in their computerization work, creation of machine-readable databases, organizing information services, conducting training programs for library professionals in computerized library operation, arranging seminars etc.

1	Name of Post	<b>SCIENTIST-C (LIBRARY SCIENCE), Lien vacancy likely to continue as regular without advertising again.</b>
2	Category	Position under UR Category
3	Upper Age Limit for Direct Recruits	40 years
4	Educational and other qualifications required for direct recruits	Ph.D. in Library & Information Science area OR M.Lib./M.L.I.Sc./Equivalent + 06(six) years experience.
5	Method of recruitment whether by direct recruitment or by promotion	lien vacancy which is likely to continue as a regular post without advertising on termination of lien of incumbent
6	Job Description	The incumbent will be a senior member of a group of young library professionals involved in assisting the University Libraries in their computerization work, creation of machine-readable databases, organizing information services, conducting training programs for library professionals in computerized library operation etc.

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1	Name of Post	<b>SCIENTIST-B (LIBRARY SCIENCE), Lien vacancy likely to continue as regular without advertising again.</b>
2	Category	Position under UR Category
3	Upper Age Limit for Direct Recruits	35 years
4	Educational and other qualifications required for direct recruits	M.Lib./M.L.I.Sc./Equivalent + 1(one) year experience.
5	Method of recruitment whether by direct recruitment or by promotion	lien vacancy which is likely to continue as a regular post without advertising on termination of lien of incumbent
6	Job Description	The incumbent will work in the library and information group of the Centre. He/She will assist the scientists in the areas relating to library automation, creation of database, providing information Service, conducting training programs for the library professionals.


1	Name of Post	<b>SCIENTIFIC TECHNICAL OFFICER-I (COMPUTER SCIENCE)</b>
2	Category	Position under UR Category
3	Upper Age Limit for Direct Recruits	30 years
4	Educational and other qualifications required for direct recruits	DCA + 8(Eight) years experience.
5	Job Description	The incumbent will be a member of a team of computer professionals involved in development of various library related software packages, setting up of networking facilities, advising and assisting university libraries in computerization process, training the library professionals in use of computer etc.

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1	Name of Post	<b>SENIOR ASSISTANT/OFFICE ASSISTANT-II</b>
2	Category	Two positions reserved under OBC(NCL) category and one under UR category
3	Upper Age Limit for Direct Recruits	30 years (35 years for central & State Govt. Autonomous bodies, University employees), Three years age relaxation will be available to the candidates applying under OBC (NCL) category with certificate valid for Govt. of India jobs
4	Educational and other qualifications required for direct recruits	A Bachelor's degree of a recognized university with at least second class with five years experience in the field of Purchase & Stores/Accounts/Establishment in a University/ Govt. /Autonomous Body/reputed Private Firm.
5	Job Description	The incumbent is required to carry out drafting and noting, administrative and establishment, finance and accounting, purchase and stores matters. Candidates having good command over spoken and written English, proficiency in handling different types of account and finance matters will be preferred. Working knowledge of computerization of accounts will be an additional qualification.

1	Name of Post	<b>PERSONAL SECRETARY</b>
2	Category	Position under UR Category
2	Upper Age Limit for Direct Recruits	35 years (40 years for Central & State Govt. Autonomous bodies, University employees)
3	Educational and other qualifications required for direct recruits	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.
4	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.

**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 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 31/03/2021 upto 05:30 PM**, super-scribing as under through Registered Post / Speed Post / Courier only, failing which the application will be rejected:

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

3. The candidates who have applied for the post of Scientific Technical Officer-I (Computer Science) against our Advt.No.02/2020 and found eligible will be exempted to pay the fees. However, he/she is required to apply again online and mentioning his/her application Id last five digits in the column of Transaction Id.
4. Candidate with requisite qualifications acquired from recognized university/board/institution need only apply.
5. Where ever the experience is required for any post, only relevant experience will be considered as experience for the post.
6. Age relaxation in upper age limit will be allowed to candidates belonging to reserve category as per Govt. of India rules, as amended from time to time.
7. Age relaxation to Central/State Govt./Autonomous bodies, university employees will only be given those who are permanent employee of that body will only be eligible for any relaxation, if provided.
8. Candidates who desire to apply for more than one post will be required to submit separate online applications along with separate online application processing fees. Candidates need to send ONE hard copy of Printout of each Application along with all self-attested testimonials, certificates and all supporting documents wherever required separately attached to each application in the manner described in above point No. 2.
9. The Experience and Qualification will be reckoned as on the last date of submission of Online Application, as amended, if any, on INFLIBNET Website.
10. OBC candidates who want to apply for UR post also of Senior Assistant/Office Assistant-II are required to apply separately along with application fees and testimonials for OBC and UR posts.
11. Candidates applying for the post(s) reserved for OBC(NCL), should submit an self-attested copy of valid caste certificate certifying that he/she does NOT belong to the persons/sections (Creamy Layer) in the format prescribed by Govt. of India, issued after 01.04.2020, by competent authority, in

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Hindi/English language, clearly stating applicable for employment under Govt of India jobs, vide Column 3 of GOI Dept. of Personnel and Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993 which is modified vide DoPT's O.M. No. 36033/3/2004-Estt.(Res) dated 9.3.2004, further modify vide O.M. No.36033/3/2004-Estt.(Res) dated 14.10.2008, again further modified vide OM No. 36036/2/2013- Estt (Res.) dated 30/05/2014. Caste certificate in any other format, the application will be summarily rejected.

12. Applicants are advised to send the applications to the Centre well in advance without waiting for the last date to avoid postal delay or any delay due to other unforeseen events or circumstances. The Centre will not be responsible for any postal delay at any stage.
13. The applicants must ensure that he / she fulfils the eligibility conditions for the post applying for.
14. If Candidate holds foreign university's degree, they should submit a certificate of equivalency issued by Association of Indian Universities (AIU).
15. 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.
16. Candidates, who have obtained degrees or diplomas or certificates for various courses from any Institution declared fake / de-recognised by the University Grants Commission/AICTE/competent authority, shall not be eligible for being considered for recruitment to any posts.
17. The posts carry usual allowances as per Govt. of India rules as applicable from time to time. The selected candidates will be covered under New Pension Scheme only.
18. 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.
19. Applicants must produce original testimonials, certificates and other documents at the time of written test/interview/as and when called for.
20. The Centre shall verify the antecedents and documents submitted by candidates 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 candidates are fake or the candidates have undesirable clandestine antecedents / background and have suppressed the said information, his / her services will be liable to be terminated.
21. Written Test/Screening Test/Skill test may be conducted.
22. 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.
23. The Centre reserves the right to restrict the candidates to be called for written test/interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed as decided by duly constituted Screening Committee(s). Call letters for written test/interview will be sent only to the short-listed candidates by E-mail. No correspondence will be entertained with the applicants who are not short-listed to be called for written test/interview.
24. 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 applicants may submit an advance copy of the application along with all enclosures directly and the applicants will have to submit a 'NO OBJECTION CERTIFICATE' from his/her

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employer to the Centre at the time of written test/skill test/interview, failing which he/she will not be allowed to appear for test/interview etc.

25. 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 / UGC / MOE / GoI from time to time.
26. 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.
27. 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. Corrigendum, if any, will be published on the website of the Centre. Hence, candidates are advised to regularly visit the Centre's website [www.inflibnet.ac.in](http://www.inflibnet.ac.in) for updates.
28. No person shall be recruited unless he / she is in good mental and bodily health and free from any physical defect 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.
29. 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.
30. Errors and omissions in notification and selection process are subject to corrections as per rules and regulations of the Centre.
31. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the 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.
32. A non-refundable and non-transferable application fee of Rs.500/- for SC/ST/PwBD 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.
33. Canvassing in any form on behalf of or by any candidate will disqualify him / her from being considered.
34. No interim correspondence will be entertained.

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