

## Advertisement for Recruitment of Group – A, Group – B, Group – C and Group – C (MTS) Staff

The number of vacant positions are as under:

Post	Group	UR	OBC	SC	ST	EWS	Total
Assistant Librarian	A	1					1
Private Secretary	B	1					1
Senior Assistant	B	1					1
Office Assistant	C	1		1			2
Junior Office Assistant	C	2	1				3
Library Attendant	C-MTS	1					1
Attendant	C-MTS	2	1	1			4

Applicants may submit their applications on prescribed Application Form by registered/speed post with a Demand Draft of Rs. 1000/- (GEN, OBC and EWS applicants) Rs. 500/- [SC, ST and Differently Abled Persons (DIVYANG)] in favour of **Director, G.B. Pant Social Science Institute, Allahabad payable at Allahabad**. Last date for receiving applications is one month from the date of publication of this advertisement.

**DETAIL OF POSITIONS AND QUALIFICATIONS**

	NAME OF THE POST	ASSISTANT LIBRARIAN
1.	Number of Post(s)	ONE (UR)
2.	Scale of Pay as per 7 <sup>th</sup> CPC	15600-39100, Academic Level 10, S.No. 1, Basic Pay – 57,700.00
3.	Educational Qualifications & Experience if any	<p><b>Essential Qualifications (As per UGC Regulation – 2018):</b></p> <p>i) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed)</p> <p>ii) A consistently good academic record, with knowledge of computerization of a library.</p> <p>iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:</p> <p><i>Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions:-</i></p> <p>a) The Ph.D. degree of the candidate has been awarded in the regular mode</p> <p>b) The Ph.D. thesis has been evaluated by at least two external examiners;</p> <p>c) Open Ph.D. viva voce of the candidate has been conducted;</p> <p>d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;</p> <p>e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/ funded/supported by the UGC/ICSSR/CSIR or any similar agency.</p>
4.	Period of probation	1 year

	<b>NAME OF THE POST</b>	<b>PRIVATE SECRETARY</b>
1.	Number of Post(s)	ONE (UR)
2.	Classification	Group "B"
3.	Scale of Pay as per 7 <sup>th</sup> CPC	9300-34800, Level 6, S.No. 1, Basic Pay – 35,400.00
4.	Age	Not more than 35 years
5.	Educational Qualifications & Experience if any	<p><b>Essential Qualifications:</b></p> <ol style="list-style-type: none"> <li>1. Graduation in any discipline</li> <li>2. 100 wpm in shorthand (English) and 40 wpm in typing</li> <li>3. 5 years experience working as Private Secretary in University / Industry / Research Institute</li> </ol> <p><b>Desirable:</b> Good knowledge of English and Hindi (speaking, writing and reading)</p>
6.	Period of probation	1 year

	<b>NAME OF THE POST</b>	<b>SENIOR ASSISTANT</b>
1.	Number of Post(s)	ONE (UR)
2.	Classification	Group "B" Ministerial
3.	Scale of Pay as per 7 <sup>th</sup> CPC	9300-34800, Level 6, S.No. 1, Basic Pay – 35,400.00
4.	Age	Not more than 30 years
5.	Educational Qualifications & Experience if any	<p><b>Essential Qualifications:</b></p> <p>Graduate with second division (55% marks) From recognized University in any discipline with working knowledge of computers.</p> <p><b>Desirable:</b> Two years experience in Educational Administration / General Administration / Accounts &amp; Finance / Purchase / with computer proficiency.</p>
6.	Period of probation	1 year

	<b>NAME OF THE POST</b>	<b>OFFICE ASSISTANT</b>
1.	Number of Post(s)	TWO (UR-1, SC-1)
2.	Classification	Group "C"
3.	Scale of Pay as per 7 <sup>th</sup> CPC	5200-20200, Level 4, S.No. 1, Basic Pay – 25,500.00
4.	Age	Not more than 30 years
5.	Educational Qualifications & Experience if any	<p><b>Essential Qualifications:</b></p> <p>Graduate from a recognized University in any discipline with working knowledge of computers.</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. One year experience in Educational Administration / General Administration / Accounts &amp; Finance / Purchase / with computer proficiency.</li> <li>2. Degree/Diploma in Computer Application/Science and knowledge of operation of latest packages relating to Payroll, Accounts, MIS etc.</li> </ol>
6.	Period of probation (if any)	1 year for Direct Recruitment

	<b>NAME OF THE POST</b>	<b>JUNIOR OFFICE ASSISTANT</b>
1.	Number of Post(s)	THREE (UR-2, OBC-1)
2.	Classification	Group "C"
3.	Scale of Pay as per 7 <sup>th</sup> CPC	5200-20200, Level 2, S.No. 1, Basic Pay – 19,900.00
4.	Age	Between 18 to 25 years
5.	Educational Qualifications & Experience if any	<p><b>Essential Qualifications:</b></p> <ol style="list-style-type: none"> <li>1. A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board/University/Institution with at least 50% marks or a Graduate from a recognized University</li> <li>2. Having a typing speed of 40 wpm in English or 30 wpm in Hindi Typewriting through computers</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Degree/Diploma in Computer Application/Science and knowledge of operation of latest packages relating to Pay roll, Accounts, MIS etc.</li> <li>2. Diploma in Office Management and Secretarial Practice.</li> </ol>
6.	Period of probation	1 year extendable for further one year

	<b>NAME OF THE POST</b>	<b>LIBRARY ATTENDANT</b>
1.	Number of Post(s)	ONE (UR)
2.	Classification	Group "C" (MTS)
3.	Scale of Pay as per 7 <sup>th</sup> CPC	5200-20200, Level 1, S.No. 1, Basic Pay – 18,000.00
4.	Age	Between 18 to 25 years
5.	Educational Qualifications & Experience if any	<p>Matriculation or equivalent pass.</p> <p>Preference will be given to the candidate having 2 years experience working preferably in University/Research Institute and basic knowledge of computer applications.</p>
6.	Period of probation (if any)	1 year extendable for further one year
7.	<p>The duties broadly include:</p> <ol style="list-style-type: none"> <li>i. Physical Maintenance of records of the Section.</li> <li>ii. General cleanliness &amp; upkeep of the Section/Unit</li> <li>iii. Carrying of files &amp; other papers within the building.</li> <li>iv. Photocopying etc.</li> <li>v. Other non-clerical work in the Section / Unit</li> <li>vi. Assisting in routine office work like diary, dispatch etc. including on computer</li> <li>vii. Delivering of dak (outside the building)</li> <li>viii. Watch &amp; ward duties</li> <li>ix. Opening &amp; closing of rooms.</li> <li>x. Cleaning of rooms</li> <li>xi. Dusting of furniture etc.</li> <li>xii. Cleaning of building, fixtures etc.</li> <li>xvi. Any other work assigned by the superior authority.</li> </ol>	

	<b>NAME OF THE POST</b>	<b>ATTENDANT</b>
1.	Number of Post(s)	FOUR (UR-2, OBC-1, SC-1)
2.	Classification	Group "C" (MTS)
3.	Scale of Pay as per 7 <sup>th</sup> CPC	5200-20200, Level 1, S.No. 1, Basic Pay – 18,000.00
4.	Age	Between 18 to 25 years
5.	Educational Qualifications & Experience if any	<p>Matriculation or equivalent pass.</p> <p>Preference will be given to the candidate having 2 years experience working preferably in University/Research Institute and basic knowledge of computer applications.</p>
6.	Period of probation (if any)	1 year extendable for further one year

7.	<p>The duties broadly include:</p> <ol style="list-style-type: none"> <li>i. Physical Maintenance of records of the Section.</li> <li>ii. General cleanliness &amp; upkeep of the Section/Unit</li> <li>iii. Carrying of files &amp; other papers within the building.</li> <li>iv. Photocopying etc.</li> <li>v. Other non-clerical work in the Section / Unit</li> <li>vi. Assisting in routine office work like diary, dispatch etc. including on computer</li> <li>vii. Delivering of dak (outside the building)</li> <li>viii. Watch &amp; ward duties</li> <li>ix. Opening &amp; closing of rooms.</li> <li>x. Cleaning of rooms</li> <li>xi. Dusting of furniture etc.</li> <li>xii. Cleaning of building, fixtures etc.</li> <li>xvi. Any other work assigned by the superior authority.</li> </ol>
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### General Instructions:

1. The prescribed qualifications and experience are minimum and the mere possession of the same will not entitle candidates to be called for the interview.
2. Applications not accompanied with necessary supporting documents, duly self-attested clear Xerox copies of degree certificate / marks sheet / experience certificate / category certificate (if applicable) issued by the respective Competent Authorities and incomplete applications shall be rejected summarily.
3. All enclosures must be duly self-attested by the candidate(s).
4. In-service candidates should route their applications through proper channel. However, candidates are advised to submit an advance copy of application form well before the last date.
5. Applicants not found suitable for the post applied for may be considered for lower posts in the same area of specializations with the consent of the candidate.
6. The eligibility of the candidate in respect of age and qualifications will be determined as on the last (crucial) date fixed for the receipt of application form.
7. Before applying for the post, Candidates are advised to satisfy themselves about their eligibility.
8. (a) The reservation / relaxations / concessions will be provided to SC / ST / OBCs / Differently Abled Persons (DIVYANG) / Ex-Serviceman as per UGC / Govt. of India Rules (b) Candidates applying against post(s) reserved for Persons with Disabilities should indicate whether he/she, belongs to SC/ST/OBC or General Category, wherever applicable. However, horizontal reservation for Differently Abled Persons (DIVYANG) and Ex-Serviceman will be permissible as per existing rules. Following documents are compulsory to be enclosed/uploaded with the application:
  - i) Certificate for the proof of age,
  - ii) Aadhar Card,
  - iii) Certificates to support the essential qualification such issued by the recognized Institution/Centre/ Society etc.,
  - iv) Certificates of SC/ST/OBC/Ex-Serviceman, etc. issued by Competent Authority for availing relaxation.
9. The eligibility marks of 55% (or an equivalent grade in the point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only the qualifying marks without including any grace mark procedures.
10. The appointment under reserved category will be made provisional and subject to verification of caste / creamy layer certificate. If the verification reveals that the claim of the candidate belonging to particular category is false, his / her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the India Penal Code.
11. Candidates seeking reservation under SC/ST/OBC/Differently Abled Person (DIVYANG) category are required to submit certificate in the prescribed format and countersigned by the competent authority of Government of India, Department of Personnel and Trainings. Socially and Educationally Backward Class (SEBC) candidates will be considered as OBC only if they submit the required creamy layer certificates in the above mentioned format. Further, they shall submit the declaration given in the application form.
12. Reservation for OBCs shall not apply to certain persons/sections as mentioned in Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. SCT dated 8.9.93 as amended from time-to-time. Reservation for OBC is applicable only to those mentioned in the Central List of OBCs recorded in OM No.12011/68/93-BCC dated 10.9.93 as amended from time-to-time.

13. Candidates belonging to SC, ST and Differently Abled Persons (DIVYANG) categories will make payment of applications fee at a subsidized rate, provided the necessary certificate to that effect from the Competent Authority in the prescribed format is enclosed with the application.
14. The process of recruitment to the advertised posts shall be carried out in accordance with the prevalent University / UGC / Government of India norms.
15. No TA/DA shall be paid to the candidates for attending the interview/written examination. However, the SC/ST candidates will be reimbursed contribution equal to second class single returned railway / bus fare by shortest route on production of proof (ticket) in original.
16. In case the last date fixed for receipt of applications is declared a holiday, next working day shall be deemed to be the last date for receiving the applications.
17. Candidates in their own interest are advised to remain in touch with the Institute website. They should also regularly check Institute website for updates. Issuance of notifications in the newspapers shall not be obligatory on the part of the Institute.
18. Since the applications may be short-listed, mere possessing of the prescribed qualifications and requisite experience would not entitle a person to be called for test / interview.
19. The Director of the Institute shall verify the antecedents or documents submitted at any time, at the time of appointment or during the tenure of the service. In case, it is found that any document submitted is fake/false or the candidate has clandestine antecedents / background and has suppressed the said information, his / her services shall be terminated forthwith.
20. Canvassing in any form may lead to cancellation of candidature.
21. The Institute reserves the right to: (a) conduct written tests for such posts wherever it feels necessary and (b) not to fill up all or any of the advertised positions.
22. The Institute reserves the right to increase or decrease the number of posts.
23. The Institute will have the right to restrict the number of the candidates to be called for interview/written on the basis of qualifications and experience higher than the minimum prescribed or any other criteria that it may deem fit.
24. The Institute reserves the right to place reasonable limit on the total number of candidates to be called for interview/written.
25. The Institute reserves the right not to fill up any of the posts advertised without assigning any reason.
26. In case of any dispute, any sue or legal proceeding by or against the Governing Body or its Member or the Director of the Institute, Courts within whose local Jurisdiction, where the Institute is situated, shall have the Jurisdiction.