Govind Ballabh Pant Social Science Institute

(A constituent Institute of the University of Allahabad)

Advertisement No.: GBPSSI/Estt./Rect./01-2023   **Date: 07.06.2023**

Recruitment for Non-Teaching Positions (Group: A, B, C & C-MTS)

Online Applications are invited from the eligible and suitable Indian Nationals for the Non-Teaching posts on Direct Recruitment through open competition on all India basis.

Vacancy Positions:

Post	Group	UR	OBC (NCL)	SC	ST	EWS	Total
Administrative Officer	A	1	-	-	-	-	1
Assistant Librarian	A	1	-	-	-	-	1
Private Secretary	B	1	-	-	-	-	1
Section Officer	B	1	-	-	-	-	1
Library Assistant	C	1	-	-	-	-	1
Library Attendant	C-MTS	-	1	-	-	-	1

Important Dates:

Date of commencement of Online application	**09.06.2023 (10:00 am)**
Last date of receipt of Online application & Payment of fees	**08.07.2023 (11:59 pm)**
Last date of receipt of hard copy of successfully submitted online application at GBPSSI, Prayagraj along with all enclosures	**13.07.2023 (05:00 pm)**

NAME OF THE POST		ADMINISTRATIVE OFFICER
1.	Number of Post(s)	ONE (UR)
2.	Pay Level (As per 7th CPC)	Level 12 Level 13 *(After five years of services)*
3.	Max. Age Limit	45 Years
4.	Educational Qualifications & Experience if any	**Essential:** I. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed II. Nine years of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration **OR** Comparable experience in research establishment and/or other institutions of higher education **OR** Five years of administrative experience as Assistant Registrar or in an equivalent post **Desirable:** Relevant Experience in the areas of Establishment/ Examinations/ Finance.
5.	Period of probation	1 year

NAME OF THE POST		ASSISTANT LIBRARIAN
1.	Number of Post(s)	ONE (UR)
2.	Pay Level (As per 7th CPC)	Academic Level 10
3.	Max. Age Limit	Not Applicable
4.	Educational Qualifications & Experience if any	**Essential** *(As per UGC Regulation 2018)*: 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) II. A consistently good academic record, with knowledge of computerization of a library. 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: *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: - a. The Ph.D. degree of the candidate has been awarded in the regular mode b. The Ph.D. thesis has been evaluated by at least two external examiners; c. Open Ph.D. viva voce of the candidate has been conducted; 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; 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.
5.	Period of probation	1 year

NAME OF THE POST		PRIVATE SECERATARY
1.	Number of Post(s)	ONE (UR)
2.	Pay Level (As per 7th CPC)	Level 7
3.	Max. Age Limit	45 Years
4.	Educational Qualifications & Experience if any	**Essential:** I. Graduate in any discipline II. Qualified in the examination in secretarial practice conducted by state/Central Government or any registered Institutions of repute

		III. At least 5 years' experience as Junior Stenographer in a University/Govt./Public/Private/Undertaking of repute IV. English Stenography speed: 120 wpm; English/Hindi Typewriting speed: 60 wpm V. Knowledge of Hindi Type writing/Stenography **Desirable:** Good knowledge of computer applications.
5.	Period of probation	1 year

NAME OF THE POST	SECTION OFFICER
1. Number of Post(s)	ONE (UR)
2. Pay Level (As per 7th CPC)	Level 7
3. Max. Age Limit	35 Years
4. Educational Qualifications & Experience if any	**Essential:** I. Graduate/Post Graduate with at least 55% marks II. At least three years post qualification experience in handling Educational Administration/ General Admin/ HR/ Purchase/ Accounts & Finance in a University/ Research Institution/ Government department/ Autonomous Bodies/ PSU or reputed commercial establishment **Desirable:** Good knowledge of computer applications. Preference will be given to candidates holding PG Diploma or professional qualification like L.L.B or PG Diploma in Business & Administration or MCA/ PGDCA or CA (Inter)/ ICWA (Inter)/ MSW.
5. Period of probation	1 year

NAME OF THE POST	LIBRARY ASSISTANT
1. Number of Post(s)	ONE (UR)
2. Pay Level (As per 7th CPC)	Level 4
3. Max. Age Limit	30 Years
4. Educational Qualifications & Experience if any	**Essential:** Graduation in Library Science/ Library & Information Science from recognized University with 50% marks **Desirable:** I. At least 3 years' experience in a Library of repute, and good knowledge of Library software applications. II. PG Diploma in Library Automation and Networking of PGDCA III. Experience and practice of Typing/ Data Entry Operation OR experience of working in a computerized library
5. Period of probation	1 year

NAME OF THE POST	LIBRARY ATTENDANT
1. Number of Post(s)	ONE (OBC)
2. Pay Level (As per 7th CPC)	Level 1
3. Max. Age Limit	30 Years
4. Educational Qualifications & Experience if any	**Essential:** Matriculation or equivalent pass **Note:** Preference will be given to the candidate having Two years' experience working preferably in a University/ College Library and Basic knowledge of computer applications
5. Period of probation	1 year

GENERAL INSTRUCTIONS

(i) Candidates should read carefully the requisite essential qualifications, age, experience criteria, etc., laid down in the advertisement before applying for the relevant post. The candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.

(ii) Mere eligibility will not entitle any candidate for being called for Written test/Skill test/Interview. In case the applicants are more in number, a Screening Committee shall short-list the suitable candidates to be called for Written test/Skill test/Interview.

(iii) Candidates should upload scanned copies of their original certificates and marksheets from matriculation onwards in support of their educational qualifications, experience etc.

(iv) Only matriculation/SSC certificate/pass certificate issued by the concerned educational board will be considered as proof of date of birth.

(v) The date of determining the eligibility of all candidates in every respect shall be the normal closing date for receipt of applications.

(vi) Application fee for General/OBC/EWS category - **Rs. 1000**, for SC/ST - **Rs. 400** and for PwBD (Divyang) & Women - **NILL**. The fee once paid will not be refunded or re-adjusted under any circumstances.

(vii) Separate applications form and fee are required for each post in case candidate intending to apply for more than one post.

(viii) The candidates employed in Govt. Department/Universities/ Colleges/ Autonomous bodies must send their hard copy of Online Application Form along with the relevant documents "Through Proper Channel". Their candidature shall only be considered if their applications are received through proper channel as on last date of receipt of hard copy of applications.

(ix) Certificate in support of Experience should be in proper format i.e., it should be on the organization letter head bearing the date of issue, specific period of work (in DD/MM/YY) including nature of duties, Name, Designation and signature of the Administrative Authorities along with. Contractual appointment experience may also be considered.

(x)   Reservation for the candidates belonging to SC/ST/OBC/EWS/PwD/Ex-serviceman shall be given as per the Govt. of India norms. As per DoPT order age relaxation is not admissible for SC/ST/OBC (NCL) candidates for UR category vacancies.

(xi)   Candidates belonging to SC/ST/OBC (Non-Creamy Layer)/EWS category should submit proper certificate as per the proforma of Govt. of India. OBC (Non-Creamy Layer) certificate should not be more than 01-year-old from the last date of submission of application.

(xii)   Candidates belonging to OBC category, but coming in creamy layer will not be entitled to the benefits of reservation and shall have to apply as General Category candidate.

(xiii)   No TA/DA and accommodation shall be provided for attending the written test/skill test/interview.

(xiv)   In case of any corrigendum/addendum pertaining to this advertisement, the same shall be published in the Institute's website only. Accordingly, all applicants in their own interests are advised to regularly visit the institute website (www.gbpssi.in) for information related to any corrigendum/change/update/recruitment process.

(xv)   No correspondence or query will be entertained from the candidates regarding the eligibility, status of applications, postal delays, conduct and result of tests, selection process etc.

(xvi)   Candidates are advised to mention their correct and active email address in the application, as all the correspondence like issuance of Admit card or any other information will be communicated through email only.

(xvii)   The list of Shortlisted and Non-Shortlisted candidates will be displayed on Institute website after the shortlisting of candidate's process is completed. Representations, if any, from the non-shortlisted candidates must reach the Institute within a period of 05 days from the date of publication of such lists.

(xviii)   The Institute reserves the right to:

(a) Withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.

(b) Fill or not to fill up some or all the posts advertised for any reasons whatsoever.

(c) Increase/Decrease the number(s) of posts without giving any reason.

(d) Any addition/deletion and changes in matter of terms and conditions given in these notifications of recruitment.

(e) Hold Written Test, Skill/Trade Test, Presentation and/or Interview for selection, whenever circumstances so warrant.

(xix)   Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Prayagraj and courts/tribunals/forums at Prayagraj.

(xx)   Candidates must be in sound health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as the Institute may require.

(xxi)   Institute shall verify the antecedents or documents submitted by candidates at any time during the process of recruitment/service. In case, it is detected that the documents submitted by the candidates are fake or the candidates has a clandestine antecedents/background for which he/she has been convicted by any court and has suppressed the said information, then his/her service shall be liable to be terminated.

(xxii)   Submission of wrong/false information, if detected at any stage of the recruitment, the Institute reserves the right to withdraw/cancel any appointment made to the candidates.

(xxiii)   The candidate must enclose copies of all relevant documents which they have claimed in the online application form. The original certificates would be required at the time of Interview/Document verification only.

(xxiv)   Before sending/posting the hard copy of online application (successfully submitted) the candidates must ensure that the application form is completed in all aspect i.e. duly signed all relevant educational, experience, Category certificate (where ever applicable) etc. Applications received without the requisite documents, fees, and after the prescribed date will not be entertained in any case. Each application must be sent in a separate envelope and each envelope should contain one application only.

(xxv)   The complete hard copy application form (in all aspects) must reach the Institute on or before the last date by Registered/Speed Post. The envelope, containing complete application, should be super scribed as "Name of the Post Applied for "……………….." and Advertisement No. "………………" and must be sent to:

> **The Administrative Officer**
> G.B. Pant Social Science Institute,
> Jhusi, Prayagraj, U.P- 211019

(xxvi)   The institute will NOT be responsible for non-receipt of application(s) within stipulated period due to any postal delay/loss of application/documents in transit. Applications received after the prescribed date shall not be entertained.

(xxvii)   **Mode of Selection**:

    A.   <u>For Administrative Officer:</u> Performance in the Interview *(Note: A written test may be conducted before the interview for the post at the discretion of the competent authority).*

    B.   <u>For Assistant Librarian:</u> Performance in the Interview *(Note: A written test may be conducted before the interview for the post at the discretion of the competent authority).*

    C.   <u>For Private Secretary:</u> Written test (MCQ) & Stenography Skill test (Qualifying).

    D.   <u>For Section Officer, Library Assistant & Library Attendant:</u> Written test only (MCQ).

(xxviii)   **For Group B and C recruitment:** Final merit list will be made on the basis of Academic Career (20%), Experience (10%) and Written Test (70%) as depicted below:

Qualifications/Experiences/Performance in test		Weightage/ Marks (Max.)
Academic	10th Marks (10% of % of marks secured)	5
	12th Marks (10% of % of marks secured)	5
	UG/PG Marks* (10% of % of marks secured) *Whichever is a higher degree of the candidates	10
Experience	Experiences at the level of the required post or equivalent beyond the minimum experience required; 2 Marks/year	10
Written Test	70% of marks secured	70
Total		**100**

(xxix) **For Group C-MTS recruitment:** Final merit list will be made on the basis of Experience (10%) and Written Test (90%) as depicted below:

Experiences/Performance in test		Weightage/Marks (Max.)
Experience	Experiences at the level of the post or equivalent beyond the minimum experience required; 2 Marks/year	10
Written Test	90% of marks secured	90
Total		**100**

(xxx) Language of paper will be in English or Hindi or Both.

(xxxi) **Link for submission of Online application**
Assistant Librarian: https://gbpssirec.samarth.edu.in/
Other Non-Teaching Staff: https://gbpssint.samarth.edu.in/

(xxxii) Note: In case of any persistent issue, the applicants can mail their problem at the email Id: **recruitment2023gbpssi@gmail.com**

Sd/-
Administrative Officer