INFLIBNET

Information and Library Network Centre
(An Autonomous Inter-University Centre of UGC)

सूचना एवं पुस्तकालय नेटवर्क केन्द्र
(विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र)

Kruti Trivedi
Scientist-D (LS)

October 24, 2025

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. Sonam Dubey is working at Information and Library Network (INFLIBNET) Centre from 03, January 2025 to the present as a Library Associate. During this period, she is working on National Ranking Framework and NAAC accreditation. She has made valuable contributions to the NIRF Project, performing her duties with diligence, responsibility, and enthusiasm. Ms. Dubey also possesses hands-on experience with data analysis tools such as Scopus and Web of Science and demonstrates proficiency in formulating and executing advanced-level search queries efficiently.

Ms. Dubey is also proficient in R Programming, MS Word, and MS Excel, and demonstrates strong communication, organizational, and analytical skills.

I find her to be very sincere, dedicated, hardworking and responsible person with a good moral character.

Sincerely

(Dr. Kruti Trivedi)

इन्फोसीटी,पो.बो. नं. ४, गांधीनगर-३८२००७, गुजरात (भारत)
Infocity, P.B. No. 4, Gandhinagar - 382007, Gujarat, INDIA
Ph. : +91-79-23268000, http://www.inflibnet.ac.in

VISWAMBI

(DGR Empanelled & ISO Certified Agency) CIN-U 74920GJ2011PTC67370 GSTIN - 24AADCV8134A1ZP

Corporate Office: B-440, Advance Business Park, Opp. Swamy Narayan Mandir, Shahibaug, Ahmedabad-380004
Tele: (O) 9033050557, * Email: viswambi@hotmail.com

Date : 03.12.2024

Offer of Appointment

Dear Sonam Dubey,

With reference to your personal interview, you had with the Board of Selection you are offered purely temporary position of **Liabrary Associate** under **NIRF Project** through our agency, for a period of **01 Year** or till the project completion period whichever is earlier, extendable for the further period, depending upon your performance and exigency of work subject to the following terms and conditions:

1. You will be paid a fixed monthly consolidated remuneration of **Rs. 25,000/-** and no other allowances/perks/benefits will be admissible to you. You will be also be entitled for contributory EPF as per rule.
2. At the end of the period of your appointment, you will stand automatically relieved unless the period of appointment is extended and intimation to that effect is given to you in writing.
3. You will be posted at any of the Organization/Company, where your appointment will be temporary which shall neither vest in you any right to claim regular or permanent appointment in that Organization nor it will be obligatory on the part of Organization/Company to absorb you in a permanent position.
4. Your services are liable to be terminated at any time without assigning any reason whatsoever in case your performance is not found to be satisfactory.
5. Similarly, you can also terminate the services by giving one month notice or pay a sum equivalent to one month's remuneration in lieu of notice period.
6. You will not be allowed to take any leave during notice period.
7. You have to follow the working days/holidays/hours which are followed by the Organization/Company where you have been posted. The hours/days of working may, however, vary depending upon the circumstances and exigency of work.
8. At present you will be posted to work at INFLIBNET Centre, Infocity, Gandhinagar but the appointment carries with it the liability to serve anywhere in India.
9. You will be granted 01 casual leave per month.

If this offer of appointment is acceptable to you on the aforesaid terms and conditions, you are requested to communicate your acceptance in writing as soon as you receive this offer of appointment.

Thanking you,

Yours sincerely,

VISWAMBI SECURITY AGENCY PVT. LTD. AHMEDABAD

For, Viswambi Security Agency Pvt. Ltd.

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GA DIGITAL

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EMAIL: garima1200@hotmail.com, WEBSITE: www.gadigital.in

GADGTL/26/145

Date: 01th January 2026

To,

Sonam Dubey,

APPOINTMENT ORDER

Sonam Dubey is hereby appointed as **Library Associate** under **NIRF Project** and is deployed at Information and Library Network Centre (INFLIBNET CETNRE, Infocity, Gandhinagar) in a purely temporary capacity on contractual appointment basis for a period **01-January-2026 to 31-December-2026** or till the completion of the contract/project whichever is earlier on a consolidated remuneration of **Rs. 27500/-** per month w.e.f. **01-January-2026.**

Your appointment will be regulated as per the terms and conditions as stipulated in the Offer of Appointment.

Yours sincerely,

For, GA DIGITAL WEB WORD PVT LTD