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)

No.INF/ADMN/RMT/MTS/01-2025/2025 09.09.2025

OFFER OF APPOINTMENT

To,
Mr. Ashifsha Sadiksha Diwan
46 Fatima Soceity
Tarapur Anand
Gujarat 388180

Dear Mr. Ashifsha Sadiksha Diwan

With reference to your application for the position of Multi-Tasking Staff (Lab Attendant - Computer) in response to our Advt. No.01/2025 and subsequent written test held on 09.09.2025, I am happy to inform you that you have been offered the position of Multi-Tasking Staff (Lab Attendant - Computer) in the Pay Level-1 of Rs.18,000- 56,900/- on the following terms and conditions:

1. You are offered an initial pay of Rs.18,000/- (Rupees Eighteen Thousand only) in the above pay level and other admissible allowances such as DA, HRA, TA etc. Your posting & pay will be governed as per norms from time to time.

2. You will be on probation for a period of one year and the continuance thereafter in the above post will be subject to successful clearance of probation. The period of probation could be extended in case the performance during this period is not up to the mark. Unless confirmed in writing, you will be deemed to be on probation even after the expiry of the probation period. During the period of probation you will not be eligible/permitted for undertaking any full time academic course and also you will not be permitted to apply for employment and no NOC will be issued during the probation period.

3. Your resignation from this position will be subject to acceptance by the Centre by giving not less than three months' notice in writing and during the period of probation, you will have to give one month's notice or pay a sum equivalent to one month's salary.

4. During the period of probation, the services of an employee may be terminated by the appointing authority without assigning any reason by giving a notice of one month in writing or one month's pay in lieu of.

5. The termination of service during the period of probation will be on the analogy of Government servants governed by Central Civil Services (Temporary Service) Rules, 1965 as amended from time to time.

6. At present you will be posted to work at Gandhinagar, Gujarat but the appointment carries with it the liability to serve anywhere in India.

7. Your appointment will be further subjected to the Bye-laws and Service Conditions of INFLIBNET Centre including the amendment thereto issued from time to time.

8. You will be required to join the National Pension System of INFLIBNET Centre in accordance with the rules in force.

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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

9. You will be paid HRA etc., if accommodation is not provided as per Government of India rules & regulations.

10. Your appointment will also be subject to your producing at the time of joining the duty, the following documents:

I. Medical Fitness Certificate from a competent Medical Authority of a Civil/Government Hospital, Ahmedabad.
II. Documentary evidence regarding your date of birth, nationality, educational qualifications, caste certificate, previous experience, relieving order from the present employer, if any, and three passport size color photographs;
III. Character Certificate issued by a Gazetted Officer of Central / State Government or an Officer of autonomous bodies of the Central / State Government;
IV. A declaration in the prescribed form regarding marital status and dependents; (Form available in this office);
V. Oath of allegiance to the Constitution of India; (Form available in this Office);
VI. Oath regarding Official Secret Act. (Form available in this Office);
VII. Your appointment will be further subject to verification of your character and antecedents by the appropriate administrative authorities and being declared fit; and
VIII. Declaration in writing to abide by the rules, regulations, orders and discipline of INFLIBNET Centre which may be in force from time to time.

If this offer of appointment is acceptable to you on the aforesaid terms and conditions, you are requested to communicate your acceptance in writing on or before 19.09.2025 and assume the charge of the above post on any working day on or before 09.10.2025.

If you fail to convey the acceptance of this offer or fail to report for duty on or before the above-mentioned dates, this offer of appointment will be treated as cancelled automatically without further reference to you.

Thanking you,

Yours Sincerely,

[Harish Chandra]
Administrative Officer (P&A)

Encl. : As above

Copy to : (1) Hon'ble Director – for kind information.
(2) F&A Division