



# INFORMATION AND LIBRARY NETWORK CENTRE

(An IUC of UGC)

INFOCITY AREA, GANDHINAGAR : 382007, GUJARAT

Advt. No. 02/2020 [SECOND ATTEMPT]

Online applications are invited from eligible candidates for the post of **Private Secretary**, on regular basis, as detailed below:

Sl. No.	Position	Pay Level (as per 7th CPC)	No. of Posts (Un-reserved)	Age limit for Direct Recruitment (for Central & State Govt. Autonomous bodies, uni employees)	Minimum Qualification and Experience
9.	Private Secretary	7	01	35 years (45 years)	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.

Last date of submitting online application: 20/07/2020 upto 6PM and last date of receipt of hard copy: 27/07/2020. For details please visit Centre's website [www.inflibnet.ac.in](http://www.inflibnet.ac.in)

Administrative Officer  
(PA&F)