



INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH  
(DEEMED UNIVERSITY)

IGIDR invites applications from well qualified and experienced persons for the following posts

SrNo.	Post Details	Qualification and Experience
1.	<p>Job Ref.No :NA/2017/1</p> <p><b>Post : Chief Librarian : 01 Post.</b></p> <p><b>Pay Scale :-</b> <i>Pay Matrix 14 Level : 1</i> <i>(Pay Band: 37,400-67000 (PB-4)</i> <i>Grade Pay:Rs. `10,000/-</i> <i>(As per 6<sup>th</sup> c.p.c)</i></p> <p><b>Total Emoluments:</b> (inc HRA) <i>Rs.1,93,578/- per month</i></p> <p><b>Appt. Type:</b> On Regular Basis Probation period of 2 years</p> <p><b>Age Limit : up to 55 years</b></p> <p><b>Application Mode : Offline</b></p> <p><b>Last Date: 31<sup>st</sup> December'2017</b></p>	<p><b>Minimum Qualifications:</b> A Master's degree in Library Science / Information Science / Documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point's scale and consistently good academic record set out in these Regulations.</p> <p>(i) At least 13 (thirteen) years as a Deputy Librarian in a university library or 18 (eighteen) years' experience as a College Librarian/Assistant Librarian in a University Library.</p> <p>(ii) Evidence of innovative library service and organization of published work.</p> <p>(iii) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in UGC Regulation on Minimum Qualifications for Appointment of Teachers and Other Academic Staff and Measures for the Maintenance of Standards in Higher Education, 2016 (<b>4th Amendment dated 11.07.2016</b>) Appendix III Table VIII (B) – (For Librarian) and API proforma as prescribed in the Appendix – III Table VII, shall be applicable.</p> <p><b>Desirable:</b></p> <p>M.Phil. / Ph.D. degree in Library Science / Information Science / Documentation / Archive and Manuscript-keeping.</p> <p><b>Additional Requirements:</b></p> <p>i. Good written and oral communication skills in English.</p> <p>ii. Good leadership and supervisory skills.</p> <p>iii. Work experience in a leading national level social science research and academic institute or a university.</p>

		<p>iv. Knowledge of integrated library management systems, Digital Library Systems (DSpace), Relational Database Management System (RDBMS), Content Management System (CMS), Reference Management Tools, HTML, etc.</p> <p>v. Good knowledge of bibliographic data conversion and MARC21</p> <p>vi. Good understanding of statistical data sources in social sciences.</p>
2.	<p>Job Ref.No :NA/2017/2</p> <p><b>Post: Assistant System Analyst cum Software Engineer: 01 Post.</b></p> <p><b>Pay Scale :-</b> <i>Pay Matrix 8 Level : 1</i></p> <p>PB2 – 9300 – 34800 with Grade Pay of Rs. 4800 (As per 6<sup>th</sup> cpc) plus allowances as per the rules of the Institute.</p> <p>Eligible candidates with higher experience may also be considered in the pay scale <b>PB3 – 15600 – 39100 with Grade Pay of Rs. 5400.</b></p> <p><b>Total Emoluments:</b> (inc HRA) <i>Rs.65,184/- per month</i></p> <p><b>Appt Type:</b> <i>On Contract for a period of 2 years.</i> The incumbent will be regularized on term / regular basis subject to performance.</p> <p><b>Age Limit : up to 35 years</b></p> <p><b>Application Mode : Offline</b></p> <p><b>Last Date: 31<sup>st</sup> December'2017</b></p>	<p><b>Qualification &amp; Experience etc.:</b> Minimum BE/B. Tech in computer science / MCA / MSc (IT), with 55% marks and with 5 to 8 years of experience in IT, latest Unix/Linux and windows server system administration out of which 3 years' experience should be in a similar position preferably in an academic Institute / University.</p> <p>Experience in latest web programming, RDBMS, Knowledge of MySQL, PHP, ASP is preferred.</p> <p>Should have demonstrated initiative, leadership and supervisory skills, strong communication skills in English (both oral and written).</p> <p>The incumbent has to actively interact with the Faculty, Administration, Students and other staff members. He/she will provide leadership in ensuring equity and transparency in application of the policies.</p> <p><b>Nature of Job:</b></p> <ul style="list-style-type: none"> <li>• Assists in developing new applications and perform programming duties for a computer system in a local jurisdiction; does related work as required.</li> <li>• Co-ordinate with users and other departments for understanding the requirement and resolve the issues faced by them.</li> <li>• Assists with activities directed at defining the nature and objective of the system or system improvements to be developed.</li> <li>• Any other related job assigned by the management from time to time.</li> </ul>

## **General Information:-**

1. Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualifications, experience laid down in the advertisement and ensure that they have requisite qualification from recognized Board/University/Institute. Eligibility of a candidate for the post applied shall be considered as on the last date of closing.
2. Kindly note that separate prescribed application form downloadable from the institute's official web site is available for the Post of Assistant System Analyst cum Software Engineer and Chief Librarian which needs to be submitted for respective post. Candidates applying for the post of Chief Librarian should ensure that they attach API form duly filled in with all publications, attested copies of certificate of invited lectures/presentations complete in all respect, along with their prescribed application form.
3. Candidates should attached self-attested copies of certificates in support of their qualification (matriculation on wards), experience, Date of Birth etc. Originals certificates should be produced at time of interview. Application without photograph, signature and necessary certificates in support of their application shall be summarily rejected.
4. The Institute shall verify the antecedents and documents submitted by a candidate during the tenure of his/her service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her service shall be terminated and liable for legal action against such candidates.
5. The appointment of the selected candidate is subject of being found medically fit as per the requirement of the Institute.
6. Applicants who are presently employed in Government/Semi Government/Public Sector Undertaking/University/Recognized Educational Institute etc. are required to submit their application through proper channel or submit a no objection certificate from present employer.
7. Candidates have to make their own arrangement for accommodation if shortlisted for the interview/test. No correspondence or personal inquiries shall be entertained. No request will be entertained in this regards.
8. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
9. The outstation candidates shortlisted for the interview will be paid to & fro sleeper class (2<sup>nd</sup> Class) railway fare by shortest route subject to production of tickets.
10. Canvassing in any form will be a disqualification.

11. Campus accommodation will be provided to the candidate on their selection for the said post on the availability and request.
12. Mere fulfillment of the minimum qualifications etc. will not vest any right on a candidate for being called for test / interview. The Institute reserves the right to short list the candidates for interview and relax the selection criteria in exceptional cases and / or cancel the recruitment process / reject the application, without assigning any reason and without prior notice to the candidate. Only the shortlisted candidates will be called for the test / interview.
13. **The Institute reserves the right to fill or not to fill the post advertised.**

Candidates possessing the requisite qualifications and experience may submit their application along with relevant documents mentioning the ‘Post applied for \_\_\_\_\_’ on the envelope, along with all relevant documents showing proof of age, experience, qualifications and two references by **31<sup>st</sup> December ’2017** to:

**The Registrar,  
Indira Gandhi Institute of Development Research,  
Santosh Nagar, Film City Road,  
Goregaon-E, Mumbai-400 065.**