



**THE GANDHIGRAM RURAL INSTITUTE
(Deemed to be University)**

GANDHIGRAM – 624 302 :: DINDIGUL DISTRICT
Ministry of Education(Shiksha Mantralaya), Govt. of India
Gandhigram – 624 302, Dindigul District
Tamilnadu, Phone No.0451- 2452371-75

Advt.No.02/Est.2./2023-24

Applications are invited for the post of
Librarian – (Ad-hoc basis)

The last date for submitting application 31.08.2024.
Other details available in the Institute website: ruraluniv.ac.in

Gandhigram.
20.08.2024.

REGISTRAR i/c.



THE GANDHIGRAM RURAL INSTITUTE
(Deemed to be University)
GANDHIGRAM – 624 302 :: DINDIGUL DISTRICT
Ministry of Education (Shiksha Mantralaya), Govt. of India
Accredited by NAAC with 'A' Grade (3rd Cycle)

APPLICATION FOR THE POST OF LIBRARIAN (Ad-hoc appointment)

Advertisement No: 02/2024

Advt. Date: 20/08/2024

*Note: Prospective candidates are advised to study the **Instructions** carefully and then fill up the application in all respects. No column should be left blank. **Incomplete application will be rejected.** Attach additional sheets, if required. However, information given must be precise to the point.*

1) Name of applicant : _____
(in full capitals)

2) Father's name : _____

a) Spouse Name : _____

3) Mother's name : _____

4) Age : Years ____ Months ____ Days ____
(As on the last date of receipt of application)

5) Date of Birth :

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6) Nationality : _____

7) Religion : _____

8) Gender : Male Female Transgender

9) Marital Status : _____

10) Address

For Communication	Permanent
State : _____ Pin: _____	State: _____ Pin _____

Phone: R) _____

Email : _____

Phone: O) _____

Mobile: _____

(Affix recent
passport size photo
duly signed by you)

Signature of the Applicant

11) Category: SC* OBC* GEN (Put \sqrt mark)

ST* EWS*

(*Attach a certificate from the competent authority prescribed by the Government of India)

12) Whether Physically Challenged Yes* No (Put \sqrt mark)

*If yes VH OH (Put mark) Disability(%)

(*Attach a certificate from the competent authority as prescribed under Government Rules)

13) Educational Qualifications (10th Std onwards) (Attach Proof)

Examination	Board	Month & Year of passing	Marks Obtained	Overall percentage	Class Division
SSLC/Matric or equivalent					
PUC/+2(HSC) or equivalent					
Diploma, if any					

14) Educational Qualifications (UG Degree onwards) (Attach Proof)

Sl. No	Degree	Subject	University/ Institute	Percentage of marks	Year of Passing
1.					
2.					
3.					
4.					
5.					
6.					
7.					

15) Ph.D Particulars, if any (Attach Proof)

Date of Registration	Whether Fulltime or Part time	Discipline/ Department	University in which studied	Date of Thesis submission	Year of passing/Date of Viva-Voce
Title of Thesis					

16) Whether qualified **UGC-NET/SLET(All India Level)**

 UGC-NET

 SLET

If yes, give details:

(Please tick the correct box)

Subject: _____ Regn.No: _____ Year of passing _____

a) Academic Distinction (eg., any prize, medal, certificate of merit, if any)

b) Area of specialization : _____
(At the Doctoral level)

17) *Teaching Experience (starting with the most recent) (Attach Proof)

No	Institute/ University/	Designation With Scale of pay	Duration		Length of service in years			Whether UG/PG	Permanent/ Temporary/ Contract/ Consolidated
			From	To	Y	M	D		
1.									
2.									
3.									
4.									
5.									
Total									

Note: *Experience as Visiting/Guest Faculty paid on hourly/session basis not to be included. * Research /Teaching experience obtained during the study of M.Phil/Ph.D not to be included.

18) Research/Industry Experience if any, (Other than as a Faculty & Ph.D. Scholar); Example as a Scientist/PDF/Research Associate/Etc..) (Attach Proof)

No	Institute/ University/	Designation	Duration		Length of service in years			Permanent/ Temporary/ Contract/ Consolidated
			From	To	Y	M	D	
1.								
2.								
3.								
4.								
Total								

.....4/-

Signature of the Applicant

19) Administrative Experience (Attach Proof)

No	Designation with Scale of Pay	Organization	Nature of Responsibility	Duration			Whether overlapping with Teaching/Research Experience if any
				Y	M	D	
1							
2							
3							
4							
5							
Total							

20) Present employment/ Past employment:

Name of the Organization : _____

Post Held : _____

Date of Appointment : _____

Pay Band/ Pay Level : _____

Academic Grade Pay/Grade Pay : _____

Whether Permanent / Temporary/ or on Probation : _____

Length of Service in the present: _____ scale:

Whether State / Central Government / PSU /Private : _____

21) Research Projects undertaken (Attach Proof)

Sl. No	Sponsors name	Project title	Amount Sanctioned	Period of Project	Year of completion
1.					
2.					
3.					
4.					

22) Thesis Supervision / Guided

No.	Independent Experience in guiding research Students	Awarded * (in figures)	Under submission (in figures)	In progress	Remarks
1.	Ph.D.				
2.	M.Phil.				
3.					

* List of candidates shall be furnished along with details of Title of Thesis, Date of Viva-Voce and University in which awarded along with proof

Signature of the Applicant

23) Research Publications (in ISBN/ISSN numbered Journals and Books) (Attach Proof)

Sl. No	Publications only	Published (in Nos)		
		International	National	Others
1	Books (as the only author)			
2	Books (coauthored with others)			
3	Edited books (as the only editor)			
4	Books edited with others			
5	Chapters in edited Books			
6	Refereed Journals			
7	Non Refereed Journals			
8	Refereed conference proceedings			
9	Non-refereed conference proceedings			
10	Other publications			

24) Refresher/Orientation Courses/Training, FDP, Etc., attended (Attach Proof)

Sl No.	Title of programme & Name of Sponsor	Institution in which attended	Duration of programme*
1			
2			
3			
4			

*Note: Programme less than a week not to be included.

25) Presentations(other than published)(Attach Proof)

Sl. No	Details	National (In Nos.)	International (In Nos.)
1			
2			
3			
4			

26) National/International Symposium/Workshops/ Winter/Summer Schools organized by the applicant (Attach Proof) (Proof should be countersigned by the Head of Institution /Dean/HOD)

Sl. No.	Title	Sponsors	Duration	Co-convener
1				
2				
3				
4				

27) Travel or study abroad

Country visited	Period		Purpose of visit
	From	To	

28) Knowledge of languages

Languages	Speak, Read and Write	Read and Write	Ability to speak fluency

29) Character & Antecedents Report

Subject	Remarks
Have you ever been subject to any disciplinary action, as a student and/or as an employee. If so give full details	
Have you ever been dismissed/suspended from service/employment, if so please give full details	
Were you involved in any criminal case? If yes, give full details	
Is any criminal case pending against you in the court? If yes, give full details	

30) Names and Addresses of minimum three Referees (including e-mail/phone)
(All of them should be familiar with your Academic/Professional work)

Name & Address	Name & Address
Phone: _____	Phone: _____
Email: _____	Email: _____

Name & Address	Name & Address
Phone: _____	Phone: _____
_____	_____
Email: _____	Email: _____
_____	_____

31) Fee Remittance:

Bank: _____	DD No: _____	Amount: _____
Place: _____	Date: _____	

32) List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

DECLARATION

I hereby declare that I have carefully read and understood the instructions and particulars supplied to me and that all entries in this form, as well as, in attached sheets are true to the best of my knowledge and belief. At any stage if any of the information furnished by me is found to be false or incorrect, suitable action may be taken against me. If selected, I promise to abide by the rules and regulations of the Gandhigram Rural Institute (Deemed to be University).

Date :

Signature of the Applicant



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GENERAL AND IMPORTANT INSTRUCTIONS TO APPLICANTS

Post: Librarian (Ad-hoc appointment)

1. Candidate must satisfy himself/herself that he/she fulfills the eligibility criteria and conditions for the post applied for. Application should be in the prescribed format which is to be downloaded from the Institute website www.ruraluniv.ac.in.
2. Candidates with requisite educational qualifications from recognized University/Institutions who have pursued through the regular pattern (10+2+3) and experience acquired from recognized University/Institutions only need to apply.
3. Minimum eligibility :
 1. A Master's Degree in library science/ information science/documentation with at least 55% of the marks or its equivalent grade in a point scale whichever grading system is followed.
 2. Eight years experience as an Assistant University Librarian/College Librarian.
 3. Evidence of innovative library services including integration of ICT in library.
 4. A Ph.D. Degree in library science / Information science / Documentation Science / Archives and manuscript-keeping / computerization of library.
 5. Age limit while applying is less than 61 years.
 6. Pay Rs.50,000/- (consolidated)
 7. Retired Librarians / Deputy Librarians can also apply.
4. Any changes/corrigendum/amendments/updation/cancellation notice related to the recruitment process shall be published in the official website of Gandhigram Rural Institute (www.ruraluniv.ac.in) only and not in the newspapers. Therefore, candidates are advised to check the Website regularly.
5. The cut-off date for determining the eligibility of all candidates shall be the closing date for submission of the applications as prescribed in the notification.
6. The candidates must enclose copies of all mark statements (UG& PG). Wherever CGPA is awarded in UG/PG degree, percentage equivalent of CGPA should be provided and the conversion formula approved by the University/Institution should be enclosed as a supporting document.

7. Certificate in support of experience should be in proper format i.e. it should be on the organization's letter head bearing the name and designation of the issuing authority along with signature and date of issue, clearly specifying the duration of work, whether on pay scale or consolidated pay, and last pay received if applicable.
8. Candidates must enclose copies of all certificates and relevant documents in support of their claim in the application form. Candidates must produce original certificates for verification when called for test/interview or when required by the University.
9. Relaxations and concessions shall be applicable to the candidates belonging to the SC/ST/OBC (non-creamy layer)/PwBD/EWS categories as per the notification of Govt of India/UGC guidelines. A certificate towards proof of respective categories issued recently by the competent authority as per the proforma of Govt. of India should be enclosed with the application form. If the relevant certificates in case of respective reserved categories are not attached with the application, the application shall be rejected and no appeal will be entertained.
10. Only Matriculation/Secondary School/Higher Secondary School passing certificate issued by the concerned educational board will be considered as proof of date of birth. No other document will be accepted in support of date of birth.
11. The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs)/ACR for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority. If a candidate is appointed on deputation basis, his/her services will be governed by the GoI instructions on deputation/foreign Service and norms of UGC regulations.
12. The University shall process the applications entirely on the basis of information/documents submitted by the candidates. In case the information/documents are found to be false/incorrect by way of omission or inclusion, the responsibility and liability shall lie solely with the candidate and the candidate alone would be responsible for consequences if any.
13. Applications will be scrutinized by a Scrutiny Committee and a list of eligible/ ineligible candidates will be prepared on the basis of stipulated guidelines/criteria as decided by the University.
14. Mere possession of eligibility conditions shall not entitle a candidate to be called for test/interview. The University may restrict the number of candidates to be called for interview on the basis of higher norms than the minimum prescribed qualification and experience or adopt measures to short list applications such as holding written test.

15. The dates and mode of test/interviews will be communicated through email only to the shortlisted candidates. The mode of interview may be either personal interview in a venue fixed by the University or through online mode which will be at the discretion of the University.
16. No TA/DA will be paid for attending test/interview.
17. The University shall verify the antecedents and documents submitted by candidates at the time of appointment or during the tenure of the service.
18. Suppression of factual information, production of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his/her candidature. In case, any defect/discrepancy is detected at any point of time in future even after appointment that the candidate is not eligible as per the prescribed qualification, experience, etc. which could not be detected at the time of test/interview due to various circumstances, his/her appointment shall be liable for termination forthwith without any notice.
19. The service of selected candidate is liable to be terminated without any notice for any act of indiscipline, inefficiency, misconduct, disloyalty and/or commission of an act involving moral turpitude.
20. In case of any dispute, any suit or legal proceeding against the University, the territorial jurisdiction shall be Madurai bench of Madras High Court, Madurai.
21. The University reserves the right to Revise / Reschedule / Cancel/Suspend/withdraw the recruitment process without assigning any reason. The decision of the University shall be final and no appeal in this regard shall be entertained.
22. Canvassing in any form is prohibited and will be treated as a disqualification for the post.
23. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
24. Candidates may send query through email to recruitment@ruraluniv.ac.in in case of difficulty in filling and submission of application online. No phone call will be entertained in this regard.
25. Applicants are required to send a hard copy of the application with self attestation, with all enclosure/attachment(s) along with application on or before **31.08.2024**.
26. The candidates are advised to apply as per the schedule notified in the advertisement.
27. Incomplete application in any respect will not be considered and is summarily rejected.

28. Address for Communication to the post of Librarian (Ad-hoc appointment)

**The Registrar i/c,
The Gandhigram Rural Institute
(Deemed to be University)**
Gandhigram – 624 302
Dindigul District, Tamil Nadu.
Phone No. **0451 –2452371 to 2452375**
E-mail: **recruitment@ruraluniv.ac.in**

29. Candidates are required to pay the prescribed application fee Rs.500/-. Application fee is non-refundable under any circumstances. The Registration fees prescribed shall be remitted in SB account number 8500101010000 of Gandhigram Rural Institute with Canara bank, (IFSC Code: CNRB0008500) GRI campus, Gandhigram or by Demand Draft purchased in Canara bank or State Bank of India drawn in favour of Registrar, Gandhigram Rural Institute, Gandhigram payable at **Canara bank, GRI campus, Gandhigram [code number 8500] or State Bank of India, Ambathurai [code number 3373], Dindigul.**