



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)

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 **01.07.2024**.
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.**