



GOKHALE INSTITUTE OF POLITICS & ECONOMICS
Deemed to be University u/s 3 of UGC Act, 1956
Pune 411 004

WALK-IN-INTERVIEW

Walk-in-Interview will be held on **Monday, June 11, 2018 at 11.00 a.m.** at the office of the Director, UGC Block, Gokhale Institute of Politics & Economics, Pune 411 004, to select suitable candidates for appointment to the following temporary and ad-hoc posts:

Trainee (Administration)

Minimum Qualifications: Graduate in any stream, with minimum 50% marks.

Desirable Qualifications: Knowledge of computer operations and office procedures; work experience of administration in an educational institution.

Trainee (Library)

Minimum Qualifications: Master's Degree in Library and Information Science with at least 55% marks in the aggregate.

Desirable Qualifications: The candidate should be computer literate, with good working knowledge of MS Office Packages (MS Word, Excel, Power Point, etc.).

Candidates with working knowledge of Colon Classification, Library Automation Software SLIM, Digital Library Software DSpace and Library Management Software Koha will be given preference.

Consolidated Pay for the above posts shall be commensurate with qualifications and experience.

General:- The posts are purely temporary for a period of **six months**, and are liable to be terminated without notice even prior to completion of the specified period. Candidates will have no claim whatsoever on a permanent position at the Institute and will not be entitled to any other benefit other than the consolidated pay.

Candidates who fulfil the minimum qualifications criteria prescribed above should appear for a Walk-in-Interview on Monday, June 11, 2018 at 11.00 a.m. Candidates should submit two copies of application, information on educational qualifications (University/College, Year of Passing, Class/Grade, Marks obtained, etc.), details of experience, and copies of certificates and testimonials, at the time of the Interview.

TA/DA will not be admissible for attending the interview.

The Institute reserves the right not to fill up the vacancies.

May 29, 2018



Offg. REGISTRAR

Officiating Registrar
Gokhale Institute of Politics & Economics
Deemed to be University
Pune-411 004.