



# इन्दिरा गाँधी राष्ट्रीय जनजातीय विश्वविद्यालय Indira Gandhi National Tribal University

अमरकंटक (म.प्र.) || Amarkantak (MP)  
(संसद के अधिनियम के अधीन स्थापित केन्द्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

Advertisement No. : IGNTU/Rec. Cell/ NT-01/2024

Date 14 .03.2024

## **NON-TEACHING ADVERTISEMENT (No: IGNTU/NT-01/2024)**

Online applications are invited from the eligible candidates in the prescribed application form through IGNTU website <https://igntu.ac.in/recruitment.aspx>

**Opening date for Online Application- 14.03.2024**

**Closing Date for submission of Online Application-14.04.2024**

**Last date for submission of Hard copy of Application form with required enclosures-28.04.2024**

Post Code	Name of the Post	Group, Pay Scale &Level	No. of Posts	Reservation Status*					Remarks
				UR	SC	ST	OBC	EWS	
01	Controller of Examinations	Group-A 144200-218200 Level-14)	1	1	0	0	0	0	Tenure
02	Librarian	Group-A 144200-218200 (Academic Level-14)	1	1	0	0	0	0	
03	Internal Audit Officer	Group-A 78500-209200 (Level-12)	1	1	0	0	0	0	Deputation
04	Assistant Librarian	Group-A 57700-182400 (Academic Level-10)	2	1	0	0	1	0	
05	Public Relation Officer	Group-A 56100-177500 (Level-10)	1	1	0	0	0	0	
06	Information Scientist	Group-A 56100-177500 (Level-10)	1	1	0	0	0	0	Lien Vacancy*
07	Junior Engineer (Civil)	Group-B 35400-112400 (Level-6)	1	1	0	0	0	0	
<b>Total</b>			<b>08</b>	<b>07</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	

\*UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Class, EWS-Economically Weaker Section, PwBD-Physical Work Benchmark Disability.

\*Lien Vacancies are likely to be regularized if the regular incumbent (either on Lien or Deputation) do not return to their parent post within the granted period. If the Regular Incumbent will repatriate to their parent post, the Lien Vacancy shall be terminated immediately and the person engaged will be relieved.

The candidates who have applied earlier for the post of Controller of Examinations, Librarian, Internal Audit Officer and Public Relation Officer against earlier advertisement no- IGNTU/Rec.Cell/NT-01/2020, Dated-10.07.2020 should apply afresh, otherwise their candidature shall not be considered.

The Earlier Advertisement no-IGNTU/Rec.Cell/NT-01/2019, Dated- 29.05.2019, has been withdrawn and cancelled.

## ELIGIBILITY CRITERIA

Post Code	Name of the Post	Maximum Age in Years	Eligibility
01	Controller of Examinations	57	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</li> <li>2. At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</li> </ol> <p style="text-align: center;"><b>or</b></p> <p>Comparable experience in research establishment and/or other institutions of higher education,</p> <p style="text-align: center;"><b>or</b></p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
02	Librarian	55	<ol style="list-style-type: none"> <li>1. A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point-scale wherever the grading system is followed.</li> <li>2. At least ten years of experience as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten Years of experience as a College Librarian.</li> <li>3. Evidence of innovative library services, including the integration of ICT in a library.</li> <li>4. A Ph.D. Degree in library science/information science/documentation/archives and manuscript-keeping.</li> </ol>
03	Internal Audit Officer (Deputation)	56	<p><b>Deputation:</b> By drawing officers belonging to Audit and Accounts Services or other similar organized Accounts Services in Central/State Govt., holding analogous posts on regular basis.</p> <p style="text-align: center;"><b>OR</b></p> <p>with three years of regular service in Level 11 or equivalent in the area of Audit and Accounts in any Govt. Department/Autonomous Bodies.</p> <p style="text-align: center;"><b>OR</b></p> <p>With five years of regular service in Level 10 or equivalent in the area of Audit and Accounts in any Govt. Department/Autonomous Bodies.</p>
04	Assistant Librarian	40	<ol style="list-style-type: none"> <li>1. A Master's Degree in Library Science/Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point- scale, wherever the grading system is followed).</li> </ol>

			<p>2. A consistently good academic record, with knowledge of computerization of a library.</p> <p>3. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:</p> <p>Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws/ Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET/for recruitment and appointment of Assistant Professor or equivalent Positions in Universities/Colleges/Institutions Subject to the fulfillment of the following conditions:-</p> <p>The Ph.D. degree of the candidate has been awarded in the regular mode.</p> <p>a) Ph.D. thesis has been evaluated by at least two external examiners.</p> <p>b) Open Ph.D. viva voce of the candidate has been conducted.</p> <p>c) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal.</p> <p>d) The candidate has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.</p> <p>Note:- 1 The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.</p> <p>2 NET/SLET/SET Shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET id not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.</p>
05	Public Relation Officer	40	<p><b>Essential Qualifications:</b></p> <p>1) Masters' Degree with at least 55% of marks or its equivalent grade of B in the UGC 7 point scale in Journalism and Mass Communication from a recognized University /Institute.</p> <p>2) At least Five years of experience in the editorial department/ Centre of any Central / State Govt. department / PSU / Central / State Educational Institutions established English/ regional News paper accredited with ABC, National News Agencies, Radio or Television,</p>

			<p>Film Media, reputed advertising agencies with excellent command of speaking in English, Hindi and Regional Languages.</p> <p>3) <b>Desirable:</b></p> <p>Good working knowledge of computer applications.</p>
06	Information Scientist (Lien Vacancy)*	40	<p><b>Essential Qualifications:</b></p> <p>First Class M.E. / M.Tech. (Computer Science / Information Technology) Or equivalent.</p> <p style="text-align: center;"><b>OR</b></p> <p>First Class B.E./B.Tech (Computer Science) / Information Technology) Or equivalent with two years of relevant experience.</p> <p style="text-align: center;"><b>OR</b></p> <p>First Class Master in Computer Applications (MCA) or equivalent with Two years of relevant experience.</p> <p style="text-align: center;"><b>OR</b></p> <p>First Class M.Sc. (Computer Science / Information Technology) from a Recognized University / Institute with three years of relevant experience.</p> <p style="text-align: center;"><b>OR</b></p> <p>First Class Masters Degree in Library and Information Science (M. Lib. Or M.LIS) and Post Graduate Diploma in Computer Applications or MCA or M.Sc. (Computer Science/Information Technology)</p> <p><b>Desirable Qualification:</b></p> <p>Relevant experience in Library/office automation/server configuration/maintenance of e-resource/database management/content management/programming/development of website / portals / information systems / gateway and networking.</p>
07	Junior Engineer (Civil)	35	<p><b>Essential Qualifications:</b></p> <p>Bachelor's Degree of Engineering / Technology in relevant field from a recognized Institute/University with one year relevant experience</p> <p style="text-align: center;"><b>OR</b></p> <p>Diploma in Engineering in the relevant field and three years of experience in relevant field in CPWD / State PWD or Similar Organized Services /Statutory or Autonomous Organizations /Central/State Universities/Autonomous Institutions or reputed Private construction company with an Annual turnover of at least Rs.200 Crores or more.</p>

## TERMS & CONDITIONS

- 1) Knowledge of Hindi is essential.
- 2) The number of candidates to be called for Interview/Written Exam/Skill/Trade test may be restricted based on the recommendations of the Screening Committee constituted as per the rule for this purpose.
- 3) Relaxation in age and experience may be granted to the candidates belonging to the SC / ST / OBC / PWD or other reserved categories as per the UGC/Govt. of India guidelines. A certificate to this effect issued from the competent Authority should be attached with the prescribed application form. Wherever, relaxation of qualification including percentage of marks is permitted under the UGC/ Govt. of India guidelines, such relaxation shall also be considered in appropriate cases subject to recommendations of the Screening Committee.

**If the relevant certificates for respective reserved categories are not attached with the application, the application shall be rejected and no appeal against it will be entertained.**

- 4) Experience and qualification shall be reckoned as on the last date of submission of application.
- 5) Candidates intending to apply for different posts are required to apply, separately.

- 6) No TA/DA will be paid for attending written exam/interview. However, the out-side candidate belonging to SC/ST/PWD categories will be defrayed second class rail fare, and if any station is not connected by rail, ordinary bus fare shall be paid by shortest route as per the guidelines of the UGC/ Govt. of India. Extra charges (if any) incurred for reserving seat/sleeping berth in the train will, not be reimbursed to the candidates.
- 7) Candidate should bring all original testimonials/ certificates relating to his/her age, qualification, experience and caste etc. at the time of interview. If the candidate fails to submit the original documents for verification of the certified/ Xerox copies of the enclosures to his/her application, he or she shall not be allowed to appear for the interview and his candidature shall be treated as cancelled without any further communication in this regard.
- 8) **Application Fees**
  - (i) Non-Refundable fees for UR/OBC category candidate is Rs 1000/-.
  - (ii) Non-Refundable fees for SC/ST/PwBD/Women category candidate is Rs 500/-.
- 9) **How To Apply**
  - (i) Interested candidates have to submit the **ONLINE APPLICATION FORM** made available in the university website following the instructions given therein before the last date of application.
    - a. Self attested copies of the certificates of proof of Age, qualifications, experience, and caste.
    - b. Endorsement by the Employer (if, employed).

**To,  
The Recruitment Cell  
Indira Gandhi National Tribal University  
Lalpur, Amarkantak,  
Dist.-Anuppur ( Madhya Pradesh )- 484887**

Hard copy of application form should reach **within 14 days from the last date of online application in a closed envelope super-scribing Application for the post of ..... and the advertisement No. ....**

- (ii) Candidates are required to **have a valid personal email ID**. It should be kept active during the process of recruitment. The IGNTU will send call letters for Interview/Written Exam/Skill Test as the case may be through the registered email ID or the same may be downloaded from the designated portal. If, a candidate does not have a valid personal email ID, he / she should **create his / her new email ID before applying Online**.
- (iii) The name of the candidate, Date of Birth and his / her Parents' name, e-mail & mobile number etc. should be spelt correctly in the application as it appears in the class 10<sup>th</sup>certificates / marks sheets. Any change / alteration found may disqualify the candidature.

#### 10) **OTHER CONDITIONS:**

- (i) Mere possession of eligibility conditions shall not entitle a candidate to be called for Interview/Written Exam/Skill Test. The date for determining the eligibility of all candidates in every respect shall be the closing date of submission of online application as prescribed in the advertisement for receipt of the applications. In other words no candidate shall be called for Written Test/Skill Test/ Interview if he does not possess the minimum qualification and experience etc. as on the closing date of the application for a particular post.
- (ii) Candidate who is already in service should submit his/her application (hard copy) through proper channel. However, he/she may send an advance copy of his/her application and should produce a "No Objection Certificate" from the employer at the time of interview failing which he/she shall not be entertained in Written Test/ Skill Test/Interview. The application for appointment on deputation may be forwarded by

the employer along with the ACR/APAR of last five years duly certified by the Competent Authority through proper channel.

- (iii) It is the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualification, experience etc and submit his/her application duly filled-in along with desired information, documents and other supporting materials as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his candidature. In case, it is detected at any point of time in future even after appointment that the candidate was not eligible as per the prescribed qualification, experience etc or he had suppressed factual information which could not be detected at the time of Written Test/Skill Test/Interview due to whatever circumstances, his appointment shall be liable to termination forthwith as per this clause and also based on his undertaking **without** any disciplinary proceeding.
- (iv) Candidates are advised to visit the University website regularly for updates related to recruitment.
- a) The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever.
  - b) The University reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
  - c) The University reserves the right to increase or decrease the vacancies according to the circumstances.
  - d) Interim enquiries shall not be entertained.
  - e) CANVASSING IN ANY FORM SHALL DISQUALIFY THE CANDIDATURE OF THE CANDIDATE**
  - f) Applicants are required to apply online separately for each post.
  - (v) For any clarification, the candidates may only contact to the Recruitment Cell of the University by sending e-mail to [recruitment@igntu.ac.in](mailto:recruitment@igntu.ac.in)
  - (vi) In case of any dispute the territorial jurisdiction for adjudication shall be the High Court of Madhya Pradesh, Jabalpur (M.P.)

Sd/  
Registrar