



# 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-02/2024

Date 14 .03.2024

## **NON-TEACHING ADVERTISEMENT (No: IGNTU/NT-02/2024)**

Online applications are invited from the eligible candidates in the prescribed application form through IGNTU website <http://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 C Posts)	Pay Scale & Level	No. of Posts	Reservation Status*					Remarks
				UR	SC	ST	OBC	EWS	
1	Upper Division Clerk	25500-81100 (Level-4)	3	2	0	0	0	1	
2	Stenographer	25500-81100 (Level-4)	1	1	0	0	0	0	
3	Laboratory Assistant	25500-81100 (Level-4)	5	4	0	0	0	1	
4	Lower Division Clerk	19900-63200(Level-2)	6	3	0	2	0	1	
5	Hindi Typist	19900-63200(Level-2)	1	1	0	0	0	0	
6	Multi Tasking Staff	18000-56900 (Level-1)	3	2	0	1	0	0	
7	Laboratory Attendant	18000-56900 (Level-1)	3	1	0	1	0	1	
8	Laboratory Attendant	18000-56900 (Level-1)	2	1	1	0	0	0	Lien Vacancy*
9	Library Attendant	18000-56900 (Level-1)	2	1	1	0	0	0	
<b>Total</b>			<b>26</b>	<b>16</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>4</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The Earlier Advertisement no-IGNTU/Rec.Cell/NT-01/2019, Dated- 29.05.2019, has been withdrawn and cancelled.

01 Horizontal Reservation for PwBD candidates in Group C posts shall be provided as per norms.

Horizontal Reservation of Ex-Service man shall be provided as per norms in Group C Posts.

**ELIGIBILITY CRITERIA**

Post Code	Name of the Post	Maximum Age in Years	Eligibility
01	Upper Division Clerk	32	<b>Essential Qualifications:</b> <ol style="list-style-type: none"><li>1. A Bachelor's Degree from any recognized Institute/University.</li><li>2. Two years experience as Lower Division Clerk/Equivalent posts in University/Research Establishment/Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/corporate banks with a minimum annual turnover of at least Rs.200/-Crores or more.</li><li>3. Speed in English Typing@35 wpm OR Speed in Hindi Typing @30 wpm</li><li>4. Proficiency in Computer Operations.</li></ol>
02	Stenographer	32	<b>Essential Qualifications:</b> <ol style="list-style-type: none"><li>1. A Bachelor's Degree in any discipline from any recognized Institute/University.</li><li>2. Proficiency in Stenography in English or Hindi with minimum speed of 80 wpm.</li><li>3. Proficiency in Typing in English or Hindi with minimum speed of 35/30 wpm respectively.</li><li>4. Knowledge of Computer Applications.</li></ol> <b>Desirable Qualifications:</b> Proficiency in English and good communication skills. <b>Skill Test Norms on Computer:</b> Dictation: 10 minutes@80w.p.m. Transcription : 50 minutes English / 65 minutes Hindi
03	Laboratory Assistant	32	<b>Essential Qualifications:</b> <p>A Bachelor's degree with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned.</p> <p>The experience should be in University/Research establishment/Central/State Govt./PSU and other autonomous bodies or Private organization of repute with annual turnover of atleast Rs.200/-Crores or more.</p>
04	Lower Division Clerk	32	<b>Essential Qualifications:</b> <ol style="list-style-type: none"><li>1) A Bachelor's Degree from any recognized Institute/ University.</li><li>2) English Typing @35 wpm OR Hindi Typing @30 wpm (35 wpm and 30 wpm correspond to 10500KDPH/9000KDPH on an average of 5 Key depressions for each work).</li><li>3) Proficiency in Computer Operations.</li></ol>
05	Hindi Typist	32	<b>Essential Qualifications:</b> <ol style="list-style-type: none"><li>1 Bachelor's Degree from a recognized University / Institute.</li><li>2 30 words per minute in Hindi Typing Speed.</li><li>3 Knowledge of Computer Applications</li></ol>

06	Multi Tasking Staff	32	<b>Essential Qualifications:</b> 10 <sup>th</sup> Pass from a recognized Board. <b>OR</b> ITI Pass.
07	Laboratory Attendant (Regular & Lien Vacancy*)	32	<b>Essential Qualifications:</b> 10+2 with Science stream from any recognized Central/State Board <b>OR</b> 10 <sup>th</sup> Pass from any recognized Central/State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.
08	Library Attendant	32	<b>Qualifications:</b> 1) 10+2 or its equivalent examination from a recognized Board. 2) Certificate course in Library Science from a recognized Institution. 3) One year experience in a University / College / Educational Institution Library. 4) Basic knowledge of computer applications.

- 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 Schedule Caste(SC)/Schedule Tribes(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 in case 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. In case 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 at 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 750/-.
  - (ii) SC/ST/PwBD/Women category candidate are exempted for application fees.

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. Declaration Form &
  - c. 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 cover 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