



# Indira Gandhi National Tribal University

Amarkantak (M.P.)

(A Central University established by an Act of Parliament)

Amarkantak, Dist.-Anuppur (M.P.) 484887

Advt No:- IGNTU/Rec.Cell/1064/2015

Date : 20/11/2015

## ADVERTISEMENT FOR RECRUITMENT OF NON-TEACHING POSITION

Application in the prescribed format are invited from the eligible candidates for the following positions. *Last Date of submission of complete Application form is 30/12/2015*

Sr. No	Name of the Post	Max. Age	Eligibility
1	Librarian	55	<p><b>Essential:</b></p> <p>A)</p> <p>(i) A Master's degree in Library Science/ Information Science/ Documentation with at least 55% of marks or its equivalent grade of 'B' in the UGC seven point scale and consistently good academic record.</p> <p>(ii) At least 13 years as a Deputy Librarian in University Library or 18 years experience as a College Librarian.</p> <p>(iii) Evidence of innovative Library service and organization of published work.</p> <p>(iv) <b>Desirable:</b> A M.Phil./ Ph.D. degree in Library Science/ Information Science/ Documentation/ Archives and Manuscript Keeping.</p> <p style="text-align: center;"><b>OR</b></p> <p>B) Deputy Librarian completing service of 03 years in the AGP of Rs. 9000 and otherwise eligible as per conditions prescribed by the UGC Regulations, 2010 as amended from time to time.</p> <p><b>Note:</b> Other conditions as per UGC Regulations, 2010.</p>
2	Deputy Librarian	55	<p><b>Essential:</b></p> <p>i. A Master's Degree in Library Science/Information Science/ Documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.</p> <p>ii. Five years experience as an Assistant University Librarian/College Librarian.</p> <p>iii. Evidence of innovative library service and organization of published work and professional commitment, computerization of library.</p> <p><b>Desirable:</b> M.Phil./Ph.D. Degree in Library Science/Information Science / Documentation /Archives and Manuscript-keeping /Computerization of Library.</p> <p><b>Note:</b> Other conditions as per UGC Regulations, 2010.</p>

3	Executive Engineer	45	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor's degree in Engineering (Civil) from a recognized University/ Institute or equivalent.</li> <li>ii. Eight years of experience (out of which five years as Assistant Engineer) in the relevant field from CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous organization/ University System/ reputed private organizations.</li> </ul> <p>Relaxation of two years in experience will be given to those possessing Post-Graduate qualification in Construction Management/ Structural Engineering or equivalent fields.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>i) Experience in construction projects of multistory buildings and have experience in planning/ estimation/ tendering as per the CPWD/ PWD norms. Good knowledge of CPWD manuals, preparation/ checking of estimates, drawings, structural details, bill of quantities, substitute/ deviation items statements and other associated issues related with building and constructions.</li> <li>ii) Knowledge of Computer Aided Design (CAD) and latest Management Technology/ other relevant software.</li> </ul>
4	Assistant Librarian	40	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>i. Master's degree in Library Science/ Information Science/ Documentation or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.</li> <li>ii. Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.</li> <li>iii. However, candidates, who are, or have been awarded Ph.D. degree in accordance with the "University Grants commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009", shall be exempted from the requirement of the minimum eligibility condition of NET/ SLET/ SET for recruitment and appointment of University Assistant Librarian.</li> </ul> <p><b>Desirable:</b> PG Diploma in Library Automation and Networking or PGDCA or equivalent.</p>
5	Public Relation Officer	40	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>a. Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale in Journalism and Mass Communication from recognised University/ Institute</li> </ul> <p style="text-align: center;"><b>OR</b></p>

			<p>Master's degree in any discipline with First Division and P.G. Diploma in Journalism and Mass Communication from recognised University/ Institute</p> <p style="text-align: center;"><b>AND</b></p> <p>b. At least 03 years experience in the editorial Department/Centre of any established English/Hindi Newspaper accredited with ABC, National News Agencies, Radio or Television, Film media, reputed advertising agencies with excellent command of speaking in English and Hindi.</p>
6	Information Scientist	40	<p><b>Essential:</b> First class M.E./ M.Tech. (Computer Science &amp; Technology/ Information Technology) or equivalent</p> <p style="text-align: center;"><b>OR</b></p> <p>First class B.E./ B. Tech. (Computer Science &amp; Technology/ 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><b>Desirable:</b> Relevant experience in library automation and networking.</p>
7	Private Secretary	35	<p><b>Essential:</b></p> <p>(i) Bachelor's degree from a recognized University/Institute.</p> <p>(ii) At least 03(three) years experience as Personal Assistant in a university/research establishment/Central/State Govt./ PSU and other autonomous bodies.</p> <p>(iii) English Stenography speed: 120/100 wpm English Type-writing speed: 35/30 wpm/typing Speed.</p> <p>(iv) Knowledge of computer applications.</p> <p><b>Desirable:</b> Proficiency in English &amp; good communication skills.</p>
8	Assistant Engineer (Civil)	40	<p><b>Essential:</b></p> <p>i. Bachelor's degree in Civil Engineering from a recognized University/ Institute or equivalent.</p> <p>ii. Two years of experience in relevant field as Junior Engineer from CPWD/ State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System/ reputed private organizations.</p> <p style="text-align: center;"><b>OR</b></p> <p>i. Diploma in Civil Engineering from a recognized University/ Institute</p>

			<p>ii. Five years of experience in relevant field as Junior Engineer from CPWD/ State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System/ reputed private organizations.</p> <p><b>Desirable:</b> Knowledge of Computer Applications in the area of Civil Engineering.</p>
9	Security Officer	40	<p><b>Essential:</b> Bachelor's Degree with five years' experience as Security Supervisor/ supervisory position in security in a Govt. Offices, Educational Institute/ Private Organization of repute;</p> <p style="text-align: center;"><b>OR</b></p> <p>Persons who have served in the Army or such Uniformed service at JCO level or equivalent or above with at least Class 10th standard pass or Army Class I examination or an equivalent examination.</p> <p style="text-align: center;"><b>AND</b></p> <p>Holding a valid Driving License to ride Jeep/Motor Cycle.</p> <p><b>Desirable:</b> (i) Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Forces. (ii) Should be able to speak English and Hindi.</p>
10	Assistant	35	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>i. Bachelor's degree from a recognized University/ Institute</li> <li>ii. At least two years experience as UDC or equivalent in the grade of Rs.5200-20200 + Rs.2400/- of any Central/State Govt./ University/Public Sector Undertakings and other Central or State Autonomous Bodies or holding equivalent position in the reputed private institution /corporate /bank with annual turnover of Rs. 200 Crores.</li> <li>iii. Proficiency in computer operation, noting and drafting</li> </ol>
11	Personal Assistant	35	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>i. Bachelor's Degree from a recognized University/ Institute.</li> <li>ii. Proficiency in Stenography in English/ Hindi with minimum speed of 100 w.p.m.</li> <li>iii. Proficiency in Typing in English/ Hindi with minimum speed of 35/ 30 w.p.m.</li> <li>iv. Knowledge of computer applications.</li> <li>v. One year experience as stenographer in Central/State Governments, University/ Research institution or Autonomous organization.</li> </ol> <p><b>Desirable:</b> Proficiency in English &amp; good communication skills.</p>

12	Professional Assistant	35	<p><b>Essential:</b> Master's degree in Library &amp; Information Science from a recognised University /Institute with one year experience in the relevant field in a university/research establishment/Central/State Govt./ PSU and other autonomous bodies library.</p> <p style="text-align: center;"><b>OR</b></p> <p>(i) Bachelor's degree in Library/ Library &amp; Information Sciences from a recognised University /Institute. (ii) Three years experience in the relevant field in a university/research establishment /Central /State Govt./ PSU and other autonomous bodies library. (iii) Knowledge of Computer applications.</p> <p><b>Desirable:</b> PG Diploma in Library Automation and Networking or PGDCA or equivalent.</p>
13	Senior Technical Assistant	35	<p><b>Essential:</b> Master's degree in Chemistry/Botany/Zoology/ Environemtnal Science/Biotechnology or equivalent from a recognized university/Institute.</p> <p style="text-align: center;"><b>OR</b></p> <p>Bachelor's degree in Chemistry/Botany/Zoology/ Environemtnal Science/Biotechnology or equivalent from a recognized university and having at least 05 years experience in the field of related laboratory from any university/college/ research laboratory.</p> <p><b>Desirable:</b> (i) Experience in handling laboratory equipments and computers (ii) Good Command over English and Hindi.</p>
14	Senior Technical Assistant (Computer)	35	<p><b>Essential:</b> <b>(i)</b> Bachelor's degree in Engineering/Technology in Computer Science &amp; Tech. / Electronics &amp; Communication / Information Tech. from recognised University /Institute.</p> <p style="text-align: center;"><b>OR</b></p> <p>Master of Science in Computer Science /Information Technology from recognised University /Institute.</p> <p style="text-align: center;"><b>OR</b></p> <p>Master of Computer Applications from recognised University/Institute.</p> <p><b>(ii)</b> At least 02 years of experience in relevant field in university/research establishment /Central/State Govt./ PSU and other autonomous bodies or private organization of repute.</p> <p><b>Desirable:</b> CCNA / CCNP or equivalent certification</p>

15	Junior Engineer (Civil)	35	<p><b>Essential:</b> Bachelor's degree in Engineering (Civil) from a recognized University/ Institute;</p> <p style="text-align: center;"><b>OR</b></p> <p>Diploma in Engineering (Civil) from a recognized University/ Institute with at least two years' experience in relevant field in CPWD/ State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System/ reputed private organizations.</p> <p><b>Desirable:</b> Working knowledge of AUTOCAD, other relevant software.</p>
16	Hindi Translator	35	<p><b>Essential:</b></p> <p>i. Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;</p> <p style="text-align: center;"><b>AND</b></p> <p>ii. Recognized Diploma or Certificate course in translation from Hindi to English &amp; vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p> <p><b>Desirable:</b> Studied one of the language other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.</p>

17	Semi Professional Assistant	32	<p><b>Essential:</b></p> <p>i) Master's degree in Library Science &amp; Information Sc. from a recognised University/Institute.</p> <p style="text-align: center;"><b>OR</b></p> <p>Bachelor's degree in Library/ Library &amp; Information Sciences from a recognised University/Institute with two years relevant experience in a university/research establishment /Central /State Govt./ PSU and other autonomous bodies library.</p> <p>ii) Knowledge of Computer Applications.</p> <p><b>Desirable:</b></p> <p>PG Diploma in Library Automation and Networking or PGDCA.</p>
18	Technical Assistant	35	<p><b>Essential:</b></p> <p><b>i. TA (Physical/ Chemical Science):</b> Bachelor's degree in Physics/ Chemistry with at least 55% of marks from a recognized University/Institute with three years of working experience in a Research Laboratory of a University/ National Level R&amp;D Laboratory.</p> <p><b>ii. TA (Biological Science):</b> Bachelor's degree in Biotechnology/ Microbiology/ Biochemistry/ Environmental Science with at least 55% of marks from a recognized University with three years of working experience in a Research Laboratory of a University/ National Level R&amp;D Laboratory.</p> <p><b>iii. TA (Computer Science):</b> Bachelor's degree in Computer Science/Information Technology/Computer Application with at least 55% of marks from a recognized University with three years of working experience in a Computer Lab of a University/ National Level R&amp;D Lab.</p>
19	Pharmacist	32	<p><b>Essential:</b></p> <p>(i) 10+2 in Science subjects from a recognized Board.</p> <p>(ii) Diploma in Pharmacy from an Institute recognized by the Pharmacy Council of India.</p> <p style="text-align: center;"><b>OR</b></p> <p>Bachelor's degree in Pharmacy from a recognized University/Institute approved by the Pharmacy Council of India.</p> <p>(ii) Registered as Pharmacist under the Pharmacy Act, 1948.</p>
20	Security Inspector	35	<p><b>Essential:</b></p> <p>(i) Bachelor's Degree with three years' experience as Security Supervisor/ supervisory position in security in a Govt. Office, Educational Institution/ Private Organization of repute;</p> <p style="text-align: center;"><b>OR</b></p>

			<p>Persons who have served in the Army or such Uniformed service at JCO level or above with at least Class 10th standard pass or Army Class I examination or an equivalent examination.</p> <p>(ii) Holding a valid Driving License (LMV/Motor Cycle)</p> <p><b>Desirable:</b> Completion of a course in fire fighting or unarmed combat course in Army or Para-military force.</p>
21	Upper Division Clerk	32	<p><b>Essential:</b></p> <p>(i) Bachelor's degree from a recognized University.</p> <p>(ii) At least 02 years experience as LDC or equivalent post in university/research establishment/Central/State Govt./ PSU/ Autonomous bodies or holding equivalent position in reputed Private Organisation.</p> <p>(iii) Knowledge of computer applications.</p>
22	Library Assistant	30	<p><b>Essential:</b></p> <p>i. Bachelor's degree in Library Science/ Library &amp; Information Science from a recognized university.</p> <p>ii. Knowledge of computer applications.</p> <p><b>Desirable:</b> 01 year relevant experience in a Library of repute, and good knowledge of Library Software Applications.</p>
23	Laboratory Assistant	35	<p><b>Essential:</b></p> <p>Bachelor's degree in Science or other relevant field from a recognized University;</p> <p><b>Desirable:</b></p> <p>Experience in Science Laboratories of Academic/ Research institutions.</p>
24	Lower Division Clerk	30	<p><b>Essential:</b></p> <p>(i) 10+2 or equivalent qualification from a recognized Board.</p> <p>(ii) English Typing @ 35 w.p.m. Hindi Typing @ 30 w.p.m. (35w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word)</p> <p>(iii) Working knowledge of Computer</p> <p><b>Desirable:</b> Graduate from a recognized university</p>
25	Driver	35	<p><b>Essential:-</b></p> <p>i. Class 10th standard from a recognized School/ Board.</p> <p>ii. Possession of a valid driving license for L/M/H motor vehicles issued by the competent authority having no adverse endorsement.</p> <p>iii. Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicles).</p> <p>iv. Experience of driving motor vehicles for at least 3 years.</p>



26	Cook	32	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>i. Class 10th Standard from a recognized School/ Board</li> <li>ii. Two years' experience in cooking/ catering services in educational institutions/ guest houses, reputed hotels, restaurants or similar organizations.</li> </ul> <p><b>Desirable:-</b></p> <ul style="list-style-type: none"> <li>i. ITI Trade Certificate in Bakery &amp; Confectionery (one year duration)</li> <li>ii. Experience in preparation of vegetarian and non-vegetarian food items both of South Indian/ North Indian cuisine and Continental cuisine.</li> </ul>
27	Library Attendant	30	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>i. 10+2 or its equivalent examination from a recognized Board.</li> <li>ii. Certificate course in Library Science from a recognized Institution.</li> </ul>
28	Laboratory Attendant	30	<p><b>Essential:</b> 10+2 or its equivalent with Science subject from a recognized Board.</p> <p><b>Desirable:</b> At least one year experience of working in Science Laboratory.</p>
29	Multi Tasking Staff	30	<p><b>Essential:</b> Matriculation or equivalent pass</p> <p style="text-align: center;"><b>OR</b></p> <p>ITI pass</p>
30	Kitchen Attendant	30	<p><b>Essential:</b></p> <p><b>(i)</b> Class 10<sup>th</sup> Standard from a recognized School/ Board.</p> <p style="text-align: center;"><b>OR</b></p> <p>ITI Trade Certificate in the relevant field</p> <p><b>(ii)</b> Two years' experience as Cook Apprentice in cooking/ catering services in educational institutions/ guest houses, reputed hotels, restaurants and similar facilities</p>
31	Hostel Attendant	30	<p><b>Essential:</b> Class 10<sup>th</sup> Standard from a recognized School/ Board</p> <p style="text-align: center;"><b>OR</b></p> <p>ITI pass</p> <p><b>Desirable:</b> Two year's experience of working in a Hostel/ Canteen/ Hotel or similar organizations.</p>

## TERMS AND CONDITIONS

1) Relaxation in age and experience etc. may be granted to the candidates belonging to the Schedule Caste/Schedule Tribes/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.

### 2) Relaxations:

(i) Age relaxation is as under :-

Sl.No.	Category of persons to whom age concession is admissible	Category of Posts to which the age concession is admissible	Extend of Age Concession
01	SC & ST	All Posts	05 Years
02	OBC	All Posts	03 Years
03 (i)	Person with disabilities	All Posts	10 Years
(ii)	SC/ST person with disabilities	All Posts	15 Years
(iii)	OBC person with disabilities	All Posts	13 Years

Ex-Servicemen would be allowed a relaxation of age limit upto 03 (three) years and 08 (eight) years in case of disabled Defence Service Personnels belonging to SC/ST. The age relaxation for the departmental candidates will be as per Govt. of India norms.

### 3) How to Apply:

(i) Duly filled-in-applications in prescribed format should reach the following address by registered post/ speed post only before last date.

**To,  
The Deputy Registrar (Recruitment Cell)  
Indira Gandhi National Tribal University  
Amarkantak, Dist.-Anuppur (MP) 484887**

(ii) The envelop should be superscribed with "**APPLICATION FOR THE POST OF .....** & Post Code ....."

### 4) Application Fees

(i) Rs.500/- (Rupees Five Hundred only) through bank challan which is available in the university website. Applicant have to download the challan, fill the same and deposit the fees to nearest branch of State Bank of India then send the University a Copy of the Challan along with the Application Form.

(ii) SC/ST/PWD and Departmental candidates need not pay any application fee.

(iii) ***The candidates those who have applied against the previous advertisement (No. IGNTU/Rec.Cell/032/ dt.20/01/2015) and intends to apply again in response to the present advertisement need not deposit the application fee. However they have to enclose the documentary evidence if any along with their application for reference.***

### 5) Documents to be submitted alongwith applications

(i) Self attested photocopies of certificates and marksheets of HSC examination and onwards as required for essential qualifications.

(ii) Self attested photocopies of certificates duly countersigned by the Competent Authority in prescribed format of Govt. of India for claiming any type of reservation.

(iii) Duly filled in API score index card certified by the competent authority (for the post of Librarian and Deputy Librarian) along with the documentary evidences.

(iv) Photo copies of other achievements & research.

(v) Photo copies of Publication work.

(vi) Photo copies of latest salary certificate, orders of previous employment, order of increment etc.

### 6) Other Conditions

i. Mere possession of eligibility conditions shall not entitle a candidate to be called for written test/interview. The date for determining the eligibility of all candidates in every respect shall be the closing date as prescribed in the advertisement for receipt of the applications. In other words no candidate shall be called for 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 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 interview. The application for appointment on deputation may be forwarded by the employer along with the CR dossiers duly certified by the Competent Authority for the desired periods through proper channel.
- iii. It is the responsibility of the candidate to assess his own eligibility for the post for which he/she is applying in accordance with the prescribed qualification, experience etc. and submit his application duly filled-in along with the 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. which could not be detected at the time of interview due to whatever circumstances, his appointment shall be liable to termination forthwith as per this clause and also based on his undertaking.
- iv. The candidate applying for the non-teaching posts should send the self attested copies of all certificates relating to his/her educational qualifications, experience, age, caste and other testimonials along with his/her application.
- v.
  - (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 on separate form for each post. Each application without the required application fee shall be rejected. Cheque(s) shall not be accepted under any circumstances.
- vi. The University shall not be responsible for any postal delay. The candidate shall be required to submit the list of enclosures and also write his/her complete information with regard to his/her correspondence and permanent address with pin code, telephone numbers, cell-phone numbers, e-mail ID , if any in the application which will facilitate communication at any point of time.
- vii. For any clarification, the candidates may contact the Deputy Registrar (Recruitment) or any other designated officer of the University in writing. In case of any grievance of any candidate, the candidate may also approach the Competent Authorities of the University in writing for redressal relating to the recruitment sufficiently in advance.
- viii. Besides the aforesaid instructions / guidelines the applicants are directed to see the Cadre Recruitment Rules of the Non-Teaching Staff from the University website [www.igntu.ac.in](http://www.igntu.ac.in).

Registrar