



इन्दिरा गाँधी राष्ट्रीय जनजातीय विश्वविद्यालय  
INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY

अमरकंटक (म.प्र.) || AMARKANTAK (M.P.)  
(संसद के अधिनियम के आधीन स्थापित राष्ट्रीय विश्वविद्यालय)  
(A Central University Established by an Act of Parliament of India)

Advt. No. IGNTU/ Rec. Cell/CONT- 04/2018

Date: 06.08.2018

**WALK-IN-INTERVIEW FOR THE POST OF OFFICER ON SPECIAL DUTY**

Eligible candidates are required to appear walk-in-interview for the post of **Officer on Special Duty (UR-01)** on contract basis in Indira Gandhi National Tribal University, Amarkantak, Madhya Pradesh.

Sl. No.	Post	Qualification
1.	<b>Officer on Special Duty (OSD) at the Office of Vice-Chancellor</b>	<p><b>Essential:</b></p> <p>i. Master's Degree in any Discipline.</p> <p>ii. Three Years' of Administrative Experience as Deputy Registrar or in an equivalent post.</p> <p style="text-align: center;"><b>OR</b></p> <p>Five Years of Administrative Experience as Assistant Registrar or in an equivalent post.</p> <p style="text-align: center;"><b>OR</b></p> <p>Nine years of experience as Assistant Professor in AGP of Rs. 6000 and above with experience in educational administration.</p> <p style="text-align: center;"><b>OR</b></p> <p>Equivalent experience in Administrative/ Research Establishment and/or other institutions of higher education.</p> <p><b>Desirable Skills:</b> The Officer on Special Duty (OSD) should be a self-motivated individual with good communication skills and computer knowledge. The OSD would support the Vice-Chancellor Secretariat and other senior officers. The responsibility of the OSD includes:</p> <ul style="list-style-type: none"><li>• Managing day to day activities of Secretariat.</li><li>• Managing communication with UGC, MHRD and other agencies.</li><li>• Implementing office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.</li><li>• Completing operational requirements by scheduling and assigning employees; following up on work results.</li><li>• Keeping management informed by reviewing and analyzing reports; summarizing information; identifying trends.</li><li>• Maintaining professional and technical knowledge.</li><li>• Contributing to team effort by accomplishing related results as needed.</li></ul>

## GENERAL CONDITIONS

1. The posts are purely on temporary / contract basis and initially for a period of six months. The selected candidates shall have no claim for regular appointments.
2. 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 allowed for walk-in-interview if he/she does not possess the minimum qualification and experience etc. as on the closing date of the application for a particular post.
3. Candidate who is already in service should submit his/her application through proper channel.
4. 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/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. which could not be detected at the time of walk-in-interview due to whatever circumstances, his/her appointment shall be liable to termination forthwith as per this clause and also based on his undertaking.
5. Remuneration shall be paid a monthly consolidated amount up to an amount of Rs.70,000/-as per the norms of university looking in to expertise and experiences.
6. Maximum age limit is 65 years.
7. The candidate who fulfills the requirements may attend the walk-in interview as per the schedule given below along with original documents and two sets of self-attested photocopies of certificates and qualifications along with experience, marksheet, birth certificates, caste certificates, two passport size photographs etc. at the venue on scheduled date and time. Applicants appearing for the interview with incomplete documents will not be entertained.
8. **Venue of Walk-in-interview – Administrative Building, Indira Gandhi National Tribal University, Amarkantak, M.P., Date – 20.08.2018 (Monday), Time- 11.00 am.**
9. Candidates are advised to visit the University website regularly for updates related to recruitment notifications.
10. The University reserves the right to fill or not to fill up the posts advertised for walk-in-interview any reasons whatsoever.  
The University reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.  
The University reserves the right to increase or decrease the vacancies according to the circumstances.  
Canvassing in any form shall disqualify the candidature of the candidate.

For any clarification, the candidates may contact the Recruitment Cell of the University by sending mail to [recruitment@igntu.ac.in](mailto:recruitment@igntu.ac.in) in case of any queries of any candidate.

Sd/-  
Registrar