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इंदिरा गांधी राष्ट्रीय जनजातीय विश्वविद्यालय

INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY

(संसद के अधिनियम के अधीन स्थापित केन्द्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

अमरकंटक (म.प्र.) 484887 II Amarkantak (M.P.) 484887

Advertisement No.: IGNTU/RC/2023/NT-02

Date: 25.08.2023

ADVERTISEMENT FOR SHORT TERM DEPUTATION

Online applications are invited from Indian nationals for non-teaching post in the Indira Gandhi National Tribal University, Amarkantak, Madhya Pradesh.

Eligible candidates should fill in Online application form through IGNTU website <http://igntu.ac.in/recruitment.htm> and must submit hard copy of application form alongwith self-attested photocopies of all supporting documents/testimonials through Speed/ Registered post only.

Important dates:

Start date of online application: 25/08/2023

Last date of online application: 24/09/2023

Last date of receiving of hardcopy of application form: 01/10/2023

Details of Vacancies (Post Name, Group, Vacancies, Reservation and Pay Scale):-

Code	Name of the Post	Group	No. of Vacancies	Pay Scale as per 7 th CPC
1.	Deputy Registrar* (On Deputation)	A	01 (One) Unreserved	Level-12 (₹78800-209200)

*This vacancy is advertised as a short term vacancy (arisen due to substantive post holder is on leave/deputation/lien elsewhere) on purely temporary and without absorption basis till the substantive post holder repatriate or till further order whichever is earlier.

Mode of Appointment and Term: – Short term Deputation on purely temporary and without absorption basis till the substantive post holder repatriate or till further order whichever is earlier.

Abbreviations: UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Class, EWS- Economically Weaker Section, PWD- Person with Disabilities, UGC – University Grants Commission, IGNTU – Indira Gandhi National Tribal University.

(2) Qualifications, Experiences and Age limit:

The required qualification (essential and desirable), experiences and Age limit for appointment to post are indicated below. The qualification prescribed for the post shall be counted as the minimum qualification. The Qualifications/Experiences/ Age etc. in respect of the posts shall be counted as on the last date of submission of online application:-

S.No.	Post Name	Upper Age limit	Qualifications (Essential, Desirable & Experiences)
1.	Deputy Registrar (On Deputation)	56 years	For Deputation: Officers holding analogous posts on regular basis or with five years regular service in Pay Level 11 or with eight years regular service in Pay Level 10 in the Central/State Government, Universities and other autonomous organisations.

(3) Application Processing fees :

1. Application processing fees for online application for various category are as under –

Category	Application Processing fees
UR/OBC/EWS candidates	₹1000/- (One thousand rupees) only
SC/ST/PWD/Women candidates	No fees

2. Application processing fees will be accepted only through prescribed mode (i.e. online mode).
3. Application processing fees mentioned above shall be non-refundable and non-adjustable under any circumstances.
4. Candidate who wishes to apply for more than one post will be required to submit separate Online applications alongwith separate online application processing fees.
5. Applications without the prescribed fee would not be considered and will be summarily rejected. No representation against such rejection would be entertained.

(4) How To Apply:

1. The interested candidates may fill up the prescribed application forms along with the details of qualifications, experience and other requirements as per the procedures prescribed by the university and submit the applications duly completed in all respects along with the prescribed application fees, within the stipulated time.
2. Interested eligible candidates have to submit the online application available in IGNTU Recruitment Portal (www.igntu.ac.in).
3. Candidates are advised to read advertisement carefully and check their eligibility and suitability before applying.
4. Email Id and Mobile number registered in the recruitment portal shall be used for future communication like Interview Call letter/ Admit card, etc., if any.
5. 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 the Interview.

6. Hard copy of application form should reach by prescribed last date in a closed cover super-scribing Application for the post of Category and the advertisement No. of the Post as prescribed in the advertisement by speed or registered post only. Suggestive sample given below:

By Speed / Registered Post only
Application for the Post of Category
Advertisement No.
To, The Registrar Indira Gandhi National Tribal University Amarkantak Village -Lalpur, District Anuppur Madhya Pradesh- 484887 India.
From:

7. In case the closing date is a holiday, the next working day shall be treated as the closing date.
8. Incomplete application and application not submitted in the prescribed format and the prescribed fee, without self-certified enclosures, etc. and the application received after the due date, shall be summarily rejected.
9. The closing date may be extended at the discretion of the University depending on the exigency of the situation, by notifying on the University website only, for which the interested candidates have to be in constant touch with the website of the university.
10. University shall not be responsible for any postal delay.
11. University shall not be responsible for any loss of e-mail or loss of any communication due to wrong address provided by the candidate.

(5) Selection process:

1. Only shortlisted eligible candidates shall be called for interview.
2. University reserves the right to call adequate number of candidates for Interview.
3. Shortlisted Eligible candidates shall be communicated through Email only. They shall not be informed by any other mode like postal, courier, phone call, etc.
4. Interview Date, Time, Venue, Reporting Time and other information regarding Interview shall be provided in the Interview Call Letter.
5. Selection shall be based only on the merit of performance in the interview.
6. Mere possession of eligibility conditions shall not entitle a candidate to be called for Interview.

General Terms and Conditions:

1. Candidate who is already in service shall submit his application through proper channel along with vigilance clearance certificate and APAR for preceding five years from the competent authority. However, he may send an advance copy of his application and in case his application is not forwarded due to whatever reasons till the time of interview, he/she, should produce a "No Objection Certificate" along with the Vigilance Clearance Certificate in a sealed cover" from the employer failing which applicant shall not be allowed to appear in the interview.
2. The selected candidate shall be governed by the New Pension Scheme of the Govt. of India, duly amended by UGC from time to time.
3. It shall be the responsibility of the candidate to ascertain his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience, etc., and submit his/her application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidate shall lead to his/her disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his/her appointment shall be liable to termination forthwith as per this clause.
4. Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority at any point of time even after joining the employment. If any document is found to be false/ fake/ incorrect either before or after appointment, the document shall be summarily rejected or action may be initiated against the candidate which shall lead to cancellation of his appointment, as the case may be.
5. In case of any inadvertent mistake in the process of selection detected at any stage even after issue of the appointment letter, the University reserves the right to modify / withdraw/ cancel any communication made to the candidate.
6. The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his/her conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled/ terminated forth with.
7. Canvassing in any form on behalf of any candidate shall be treated as a disqualification, which shall lead to cancellation of candidature.
8. No interim correspondence/ Enquiry shall be entertained during the recruitment process.
9. The selected candidate shall produce a medical fitness certificate from the Medical Board issued by a Govt. Hospital/or Govt./CGHS empanelled Hospital for Group A post as the case may be prior to his/her joining.
10. The terms and conditions of appointment shall be communicated to the candidate in the form of 'Offer of Appointment' to the selected candidate. If the candidate does not

accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.

11. The selected candidate shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee shall have to perform without fail to avoid any disciplinary action.
12. The candidate shall bring all original certificates relating to his age, qualifications, experience, etc. at the time of interview. In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his application, he/she may not be allowed to appear at the interview and his/her candidature may be treated as cancelled without any further communication in this regard.
13. (i) The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever.
(ii) The University reserves the right to withdraw the advertisement, either partly or wholly, at any time without assigning any reason.
(iii) If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded.
(iv) In case of any ambiguity pertaining to the eligibility criteria for any post, the decision of the Vice-Chancellor shall be final.
14. In case of any dispute, the territorial jurisdiction for adjudication shall be the High Court of Madhya Pradesh, Jabalpur (M.P.)

**Sd/-
Registrar**