



इन्दिरा गाँधी राष्ट्रीय जनजातीय विश्वविद्यालय Indira Gandhi National Tribal University

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

(A National university established by an Act of Parliament)

Advertisement No. : IGNTU/Rec. Cell/ NT-01/2019

Date: 29.05.2019

NON-TEACHING ADVERTISEMENT (No: NT-01/2019)

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

The Opening date of online registration is **01.06.2019**. The closing date for submission of online application is **30.06.2019** and submission of hardcopy of application along with all required enclosures is **15.07.2019**.

(A) University posts:

Post Code	Name of the Post	Pay Scale (as per 7 th CPC)	No. of Posts	Reservation Status*					
				UR	SC	ST	OBC	EWS	PWD
01	Librarian	Acad. Level-14 (144200-218200)	1	1	0	0	0	0	-
02	Assistant Librarian	Acad. Level-10 (57700-182400)	1	0	0	0	1	0	-
03	Internal Audit Officer	Pay Level-12 (78800-209200)	1	1	0	0	0	0	-
04	Private Secretary	Pay Level-7 (44900-142400)	2	1	0	0	1	0	-
05	Assistant	Pay Level-6 (35400-112400)	2	1	0	0	0	1	-
06	Laboratory Assistant	Pay Level-4 (25500-81100)	2	0	0	1	0	1	-
07	Laboratory Attendant	Pay Level-1 (18000-56900)	3	1	0	1	0	1	-
08	Farm Manager (KVK)	Pay Level-6 (35400-112400)	1	1	0	0	0	0	-
09	Programme Assistant (Computer) (KVK)	Pay Level-6 (35400-112400)	1	1	0	0	0	0	-
10	Programme Assistant/ Lab. Technician (KVK)	Pay Level-6 (35400-112400)	1	1	0	0	0	0	-
11	Assistant (KVK)	Pay Level-6 (35400-112400)	1	1	0	0	0	0	-
Total			16	9	0	2	2	3	-

Note: UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Class, EWS- Economically Weaker Section, *PWD – Person with Disability (VH- Visually Impaired, OH-Orthopedically Impaired, OL-One Leg, OA-One Arm, BL-Both Legs, LV-Low Vision, reservation against posts reserved for PWD will be given horizontally, RCM – Regional Campus Manipur, KVK – Krishi Vigyan Kendra.

ELIGIBILITY CRITERIA

Post Code	Name of the Post	Maximum Age	Eligibility
01	Librarian	55	<ul style="list-style-type: none">i) 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.ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian.iii) Evidence of innovative library services, including the integration of ICT in a library.iv) A Ph.D. Degree in library science/information science/documentation /archives and manuscript-keeping.
02	Assistant Librarian	40	<ul style="list-style-type: none">i) 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)ii) A consistently good academic record, with knowledge of computerization of a library.iii) 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: <i>Provided</i> 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:-<ul style="list-style-type: none">a) The Ph.D. degree of the candidate has been awarded in the regular modeb) The Ph.D. thesis has been evaluated by at least two external examiners;c) Open Ph.D. viva voce of the candidate has been conducted;d) The candidate has published two research papers from

			<p>his/her Ph.D. work out of which at least one is in a refereed journal;</p> <p>e) 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: <i>(i) The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.</i> <i>(ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.</i></p>
03	Internal Audit Officer	57	MBA/M.Com/Post Graduation in concerned subject / CA or equivalent qualification with five years Regular Service in PB-3 (Rs.15600-39100) + Grade Pay 5400 or in Pay level-10 or equivalent emoluments.
04	Private Secretary	35	<p>Essential:</p> <p>(i) Bachelor's degree from a recognized University/Institute. (ii) At least 03(three) years experience as Personal Assistant in a university/research establishment/Central/State Govt./ PSU and other autonomous bodies. (iii) English Stenography speed: 120/100 wpm English Typewriting speed: 35/30 wpm/typing Speed. (iv) Knowledge of computer applications. Desirable: Proficiency in English & good communication skills.</p>
05	Assistant	35	<p>Essential:</p> <p>i. Bachelor's degree from a recognized University/ Institute 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. A Certificate of Annual Turn Over from the Competent Authority to be produced by the applicant in case of working experience in private organisation. iii. Proficiency in computer operation, noting and drafting</p>
06	Laboratory Assistant	32	<p>Essential:</p> <p>Bachelor's degree in Science or other relevant field from a recognized University;</p> <p>Desirable:</p> <p>Experience in Science Laboratories of Academic/ Research institutions.</p>

07	Laboratory Attendant	30	<p>Essential: 10+2 or its equivalent with Science subject from a recognized Board.</p> <p>Desirable: At least one year experience of working in Science Laboratory.</p>
08	Farm Manager (KVK)	35	<p>Essential: a. A Bachelor's degree in Agriculture / Horticulture/Forestry from a recognized Agricultural University with good academic record with a minimum 55% of marks (where grade points are not in vogue) or OGPA of 6.50/10.00 or CGPA of 2.25/4.00 or its equivalent. OR A Master's degree in Agriculture / Horticulture / Agricultural Mktg. & Co-operation / Sericulture /Home Science / Agril.Engineering / Veterinary Science/ Animal Science / Forestry/ Food Science/ Fisheries from a recognized university/ Institute. b. A relaxation of minimum 55% to 50% of marks where grade points are not in vogue or OGPA from 6.50/10.00 to 6.00/10.00 and CGPA of 2.25/4.00 to 2.00/4.00 is provided for SC/ST category.</p> <p>Desirable: 02 years of experience in relevant filed in university/research establishment /Central/State/Govt. /PSU and other autonomous bodies or private organization with annual turnover of Rs. 200 Crores. A Certificate of Annual Turn Over from the Competent Authority to be produced by the applicant in case of working experience in private organisation.</p>
09	Programme Assistant (Computer) (KVK)	35	<p>Essential: a. A Bachelor's degree in Engineering/ Technology in computer science & Tech./ Electronics & communication/ Information Technology / B.Sc. with PG diploma in computer applications from a recognized University/Institute with good academic record with a minimum 55% of marks (where grade points are not in vogue) or OGPA of 6.50/10.00 or CGPA of 2.25/4.00 or its equivalent. OR A Master's degree in Computer Science/Information Technology from Recognized University/Institute OR A Master's degree in Computer Applications from Recognized University/ Institute b. A relaxation of minimum 55% to 50% of marks (where grade points are not in vogue) or OGPA from 6.50 / 10.00 to 6.00/10.00 and CGPA of 2.25/4.00 to 2.00/4.00 is provided for OBC, SC/ST category & physically / visually disabled persons or equivalent.</p>

			<p>Desirable:</p> <p>02 years of experience in relevant filed in university/research establishment / Central/State/Govt. /PSU and other autonomous bodies or private organization with annual turnover of Rs. 200 Crores. A Certificate of Annual Turn Over from the Competent Authority to be produced by the applicant in case of working experience in private organization.</p>
10	Programme Assistant/ Lab. Technician (KVK)	35	<p>Essential:</p> <p>a. A Bachelor's degree in Agriculture / Horticulture / Agricultural Mktg. & Co-operation / Sericulture /Home Science / Agril.Engineering / Veterinary Science/ Animal Science / Forestry/Food Science/Fisheries from a recognized University with good academic record with a minimum 55% of marks (where grade points are not in vogue) or OGPA of 6.50/10.00 or CGPA of 2.25/4.00 or its equivalent.</p> <p>OR</p> <p>A Master's degree in Agriculture / Horticulture / Agricultural Mktg. & Co-operation / Sericulture /Home Science / Agril.Engineering / Veterinary Science/ Animal Science / Forestry/ Botany (specialization in MAPs)/ Food Science/ Fisheries from a recognized university/ Institute.</p> <p>b. A relaxation of minimum 55% to 50% of marks (where grade points are not in vogue) or OGPA from 6.50/10.00 to 6.00/10.00 and CGPA of 2.25/4.00 to 2.00/4.00 is provided for OBC, SC/ST category & physically / visually disabled persons.</p> <p>Desirable:</p> <p>02 years of experience in relevant filed in university/research establishment / Central /State/ Govt. / PSU and other autonomous bodies or private organization with annual turnover of Rs. 200 Crores. A Certificate of Annual Turn Over from the Competent Authority to be produced by the applicant in case of working experience in private organization.</p>
11	Assistant (KVK)	35	<p>Essential:</p> <p>a. A Bachelor's degree from a recognized University/ Institute with good academic record with a minimum 55% of marks (where grade points are not in vogue) or OGPA of 6.50/10.00 or CGPA of 2.25/4.00 or its equivalent.</p> <p>b. 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 or any private sector with annual turnover of Rs. 200 Crores. A Certificate of Annual Turn Over from the Competent Authority to be produced by the applicant in case of working experience in private organization.</p> <p>c. Proficiency in computer operation, noting and drafting.</p>

TERMS & CONDITIONS

- 1) 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.
- 2) 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.

- 3) Experience and qualification shall be reckoned as on the last date of submission of application.
- 4) Candidates intending to apply for different posts are required to apply separately.
- 5) 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 Sleeper 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.
- 6) 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.
- 7) **Application Fees**
 - (i) Non-Refundable fees for UR/OBC category candidate is Rs 750/-.
 - (ii) Non-Refundable fees for SC/ST/PWD/EWS category candidate is 250/-.

8) **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 **by 15th July, 2019 in a closed cover super-scribing Application for the post of and the advertisement No. of the post as prescribed in the advertisement.**

- (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. In case, 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 10th certificates / marks sheets. Any change / alteration found may disqualify the candidature.

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 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 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 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
- (vi) **Candidates who have applied earlier for the above mentioned posts against advertisement No: IGNTU/Rec.Cell/NT/KVK/02/2018 dated 10.03.2018 may again apply through online, however, they need to pay the difference amount after indicating the Application number while filling up online application.**

Sd/-
Registrar