इन्दिरा गाँधी राष्ट्रीय जनजातीय विश्वविद्यालय
Indira Gandhi National Tribal University
अमरकंटक(म.प्र.) || **Amarkantak (MP)**
(संसद के अधिनियम के अधीन स्थापित राष्ट्रीय विश्वविघालय)
(A National university established by an Act of Parliament)

NON-TEACHING ADVERTISEMENT (No: NT-01/2017)

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 **06.11.2017**. The closing date for submission of online application is **06.12.2017** and submission of hardcopy of application along with all required enclosures is **17.12.2017.**

Post Code	Name of the Post	Pay Scale & Grade Pay	No. of Posts	Reservation Status*				
				UR	SC	ST	OBC	PWD
01	Medical Officer	15600-39100 GP-Rs.5400	1	0	0	0	1	
02	Private Secretary	9300-34800 GP-4600	4	3	0	0	1	01 UR reserved for VH (B, LV)
03	Security Officer	9300-34800 GP-4600	1	1	0	0	0	
04	Assistant Engineer (Civil)	9300-34800 GP-4600	1	1	0	0	0	
05	Assistant	9300-34800 GP-4200	4	2	0	0	2	
06	Personal Assistant	9300-34800 GP-4200	3	2	0	0	1	
07	Professional Assistant	9300-34800 GP-4200	1	1	0	0	0	
08	Senior Technical Assistant	9300-34800 GP-4200	5	4	0	0	1	
09	Senior Technical Assistant (Computer)	9300-34800 GP-4200	2	2	0	0	0	
10	Hindi Translator	9300-34800 GP-4200	1	1	0	0	0	
11	Technical Assistant (Physical, Biological & Computer Science)	5200-20200 GP-2800	3	3	0	0	0	
12	Pharmacist	5200-20200 GP-2800	1	1	0	0	0	
13	Security Inspector	5200-20200 GP-2800	1	1	0	0	0	
14	Upper Division Clerk	5200-20200 GP-2400	2	1	0	0	1	
15	Stenographer	5200-20200 GP-2400	1	1	0	0	0	
16	Lower Division Clerk	5200-20200 GP-1900	5	2	1	2	0	
17	Library Assistant	5200-20200 GP-2000	1	1	0	0	0	
18	Laboratory Assistant	5200-20200 GP-2400	7	4	1	1	1	01 UR for OH (OA, OL, BL)
19	Laboratory Attendant	5200-20200 GP-1800	1	1	0	0	0	
	Total		**45**	**32**	**2**	**3**	**8**	

*UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Class, VH-Visually Impaired, OH-Orthopedically impaired, OL-One Leg, OA-One Arm, BL-Both leg, LV-Low Vision.

ELIGIBILITY CRITERIA

Post Code	Name of the Post	Maximum Age	Eligibility
01	Medical Officer	40	**Essential:** MBBS recognized by M.C.I. **Desirable:** Post Graduate Medical Qualification from a recognized Institution by the MCI. Preference will be given to experienced candidate, working in a Hospital attached with a Medical College/ Corporate Hospital.
02	Private Secretary	35	**Essential:** (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 Type-writing speed: 35/30 wpm/typing Speed. (iv) Knowledge of computer applications. Desirable: Proficiency in English & good communication skills.
03	Security Officer	40	**Essential:** Bachelor's Degree with five years' experience as Security Supervisor/ supervisory position in security in a Govt. Offices, Educational Institute/ Private Organization of repute; OR 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. AND Holding a valid Driving License to ride Jeep/Motor Cycle. **Desirable:** (i) Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Forces. (ii) Should able to speak English and Hindi.
04	Assistant Engineer (Civil)	40	**Essential:** (i) Graduate in Civil Engineering from a recognized University/ Institute or equivalent. (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. OR (iii) Diploma in Civil Engineering from a recognized University/ Institute (iv) 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. **Desirable:** Knowledge of Computer Applications in the area of Civil Engineering.
05	Assistant	35	**Essential:** 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. iii. Proficiency in computer operation, noting and drafting
06	Personal Assistant	35	**Essential:** i. Bachelor's Degree from a recognized University/ Institute. ii. Proficiency in Stenography in English/ Hindi with minimum speed of 100 w.p.m. iii. Proficiency in Typing in English/ Hindi with minimum speed of 35/ 30 w.p.m. iv. Knowledge of computer applications. v. One year experience as stenographer in Central/State Governments, University/ Research institution or Autonomous organization. **Desirable:** Proficiency in English & good communication skills.
07	Professional Assistant	35	**Essential:** Master's degree in Library & Information Science from a recognized University /Institute with one year experience in the relevant field in a university/research establishment/Central/State Govt./ PSU and other autonomous bodies library. OR (i) Bachelor's degree in Library/ Library & Information Sciences from a recognized 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.

			Desirable:
			PG Diploma in Library Automation and Networking or PGDCA or equivalent.
08	Senior Technical Assistant	35	**Essential:**
			Master's degree in Chemistry/Botany/Zoology/ Environmental Science/Biotechnology or equivalent from a recognized university/Institute.
			OR
			Bachelor's degree in Chemistry/Botany/Zoology/ Environmental 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.
			Desirable:
			(i) Experience in handling laboratory equipments and computers
			(ii) Good Command over English and Hindi.
09	Senior Technical Assistant (Computer)	35	**Essential:**
			(i) Bachelor's degree in Engineering/Technology in Computer Science & Tech. / Electronics & Communication / Information Tech. from recognised University /Institute.
			OR
			Master of Science in Computer Science /Information Technology from recognised University /Institute.
			OR
			Master of Computer Applications from recognised University/Institute.
			(ii) 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.
			Desirable:
			CCNA / CCNP or equivalent certification
10	Hindi Translator	35	**Essential:**
			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
			OR
			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
			OR
			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; OR 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; OR 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; AND ii. Recognized Diploma or Certificate course in translation from Hindi to English & 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. **Desirable:** Studied one of the language other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.
11	Technical Assistant	35	**Essential:** i. TA (Physical/ Chemical Science): 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&D Laboratory. ii. TA (Biological Science): 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&D Laboratory. iii. TA (Computer Science): 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&D Lab.

12	Pharmacist	32	**Essential:** (i) 10+2 in Science subjects from a recognized Board. (ii) Diploma in Pharmacy from an Institute recognized by the Pharmacy Council of India. OR Bachelor's degree in Pharmacy from a recognized University/Institute approved by the Pharmacy Council of India. (iii) Registered as Pharmacist under the Pharmacy Act, 1948.
13	Security Inspector	35	**Essential:** (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; OR 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. (ii) Holding a valid Driving License (LMV/Motor Cycle) **Desirable:** Completion of a course in fire fighting or unarmed combat course in Army or Para-military force.
14	Upper Division Clerk	32	**Essential:** (i) Bachelor's degree from a recognized University. (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. (iii) Knowledge of computer applications.
15	Stenographer	35	**Essential:** (i) 10+2 or its equivalent examination from a recognized Board. (ii) Dictation: @ 100 w.p.m. Translation : @ 35 w.p.m (English) / 30 w.p.m. (Hindi) **Desirable:** (i) Knowledge of computer application. (ii) Working experience in an established organization.
16	Lower Division Clerk	30	**Essential:** (i) 10+2 or equivalent qualification from a recognized Board. (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) (iii) Working knowledge of Compute. **Desirable:** Graduate from a recognize University.

17	Library Assistant	30	**Essential:**
			i. Bachelor's degree in Library Science/Library & Information Science from a recognized university.
			ii. Knowledge of computer applications.
			Desirable:
			01 year relevant experience in a Library of repute, and good knowledge of Library Software Applications.
18	Laboratory Assistant	32	**Essential:**
			Bachelor's degree in Science or other relevant field from a recognized University;
			Desirable:
			Experience in Science Laboratories of Academic/ Research institutions.
19	Laboratory Attendant	30	**Essential:**
			10+2 or its equivalent with Science subject from a recognized Board.
			Desirable:
			At least one year experience of working in Science Laboratory.

TERMS & CONDITIONS

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 500/-.
   (ii) SC/ST/PWD category candidate need not to pay any application fee.
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 10 days from the last date of online registration application 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 dessiers 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 and appeared written examination for the above mentioned posts earlier against advertisement No: IGNTU/Rec.Cell/1064/2015 dated 20.11.2015 may again apply through online, however, they need not to pay application fee of Rs.500/-. Such candidates must indicate the Roll number and Demand Draft / Challan number for seeking such exemption while filling up online application.**

Sd/
Registrar