



Indira Gandhi National Tribal University

Amarkantak (M.P.)

(A Central University established by an Act of Parliament)

Mekal Sadan, Kapildhara Road, Amarkantak (M.P.)- 484886

Advt No:- IGNTU/Rec.Cell/032/2015

Date : 20/01/2015

Application in the prescribed format is invited from the eligible candidates for the following positions.

Last Date of Submission of duly completed Application form is 28/02/2015

Sl. No	Name of the Post	No. of Vacancy
1	Librarian	01
2	Executive Engineer (Civil)	01
3	Assistant Librarian (1 for Regional Campus Manipur)	03
4	Public Relation Officer	01
5	Information Scientist	01
6	Section Officer	01
7	Private Secretary	03
8	Assistant Engineer (Civil)	01
9	Security Officer	01
10	Assistant	02
11	Personal Assistant	02
12	Professional Assistant	01
13	Senior Technical Assistant	05
14	Senior Technical Assistant (Computer)	02
15	Junior Engineer (Civil)	01
16	Semi Professional Assistant	01
17	Technical Assistant	06
18	Pharmacist	01
19	Security Inspector	01
20	Upper Division Clerk	03
21	Library Assistant	01
22	Laboratory Assistant	09
23	Lower Division Clerk	11
24	Driver	01
25	Cook	02
26	Library Attendant	02
27	Laboratory Attendant	08
28	Multi Tasking Staff	06
29	Kitchen Attendant	02
30	Hostel Attendant	02
Total		82

The candidates those who have applied earlier for the above posts will have to apply afresh enclosing the documentary evidence of last payment of fees. The Reservation Policy for SC/ST/OBC/ and Physically Challenged candidates are as per norms of Govt. of India. The detailed information may be seen from the university website www.igntu.nic.in.

Date : 20/01/2015

Registrar



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ADVERTISEMENT FOR RECRUITMENT

Application in the prescribed format are invited from the eligible candidates for the following positions.

Last Date of Submission of complete Application form is 28/02/2015

Sr. No	Name of the Post	Pay Band	Grade Pay	Max. Age	Eligibility
1	Librarian	37400-67000	10000	55	<p>i. A Master's Degree in Library Science /Information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.</p> <p>ii. At least thirteen years as a Deputy Librarian in a university library or eighteen years' experience as a College Librarian.</p> <p>iii. Evidence of innovative library service and organization of published work.</p> <p>iv. Desirable: M.Phil./Ph.D. Degree in library science/information science / documentation/achieves and manuscript-keeping.</p>
2	Executive Engineer	15600-39100	6600	45	<p>i. Bachelors Degree in Civil Engineering from a recognised university/Institution; or its equivalent Grade of UGC 7 point scale.</p> <p>ii. 10 years of experience in design, systems and construction of building, roads, sanitary and water supply systems including maintenance of the same, of which 5 years' experience as Assistant Engineer or comparable post.</p> <p>Desirable: Post-graduate Degree in structures/Structural/Civil Engineering.</p>

3	Assistant Librarian	15600-39100	6000	45	<p>i. A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% 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.</p> <p>ii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>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.</p>
4	Public Relation Officer	15600-39100	5400	40	<p>Essential:</p> <p>a. Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale in Communication and Journalism.</p> <p style="text-align: center;">OR</p> <p>Master's degree in any discipline with First Division and P.G. Diploma in Communication and Journalism</p> <p style="text-align: center;">AND</p> <p>b. Five 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 knowledge of speaking English and Hindi. Age limit for Direct Recruitment:</p>

5	Information Scientist	15600-39100	5400	40	<p>(i) First class B.E./B.Tech. (Computer Science/Information Technology) or its equivalent.</p> <p style="text-align: center;">OR</p> <p>(ii) First class Master's Degree in Computer Applications (MCA) or its equivalent.</p> <p style="text-align: center;">OR</p> <p>(iii) Master's Degree in Library and Information Science (M.Lib or M.Lib.Sc.) with Post Graduate Diploma in Computer Application (PGDCA)</p> <p style="text-align: center;">OR</p> <p>(iv) Bachelors Degree in Library and Information Science B.Lib or B.L.I.Sc) with three years' experience in the field and Post Graduate Diploma in Computer Application (PGDCA).</p> <p>All Degrees/Diplomas shall be from recognized University / Institution with minimum 55% marks</p> <p>Desirable: Adequate experience in Computer software & other comparable experience in office automation/ e-governance/ ERP/ Networking.</p>
6	Section Officer	9300-34800	4600	40	<p>(i) Graduation degree with at least 55% marks or its equivalent grade B in UGC seven point scale.</p> <p>(ii) Five years experience of Supervisory nature in administrative matters in a university/research establishment/ other institutions of higher education in the PB-2 with GP-4200/-</p> <p>Desirable : Good knowledge of working in computerized environment.</p>
7	Private Secretary	9300-34800	4600	40	<p>(i) A Bachelor's degree from a recognized University with proficiency in English and good communication skills.</p> <p>(ii) At least five years experience as Personal Assistant in a University/Govt./Public/Private Undertaking of repute.</p>

					<p>(iii) English Stenography speed: 120 wpm English Type-writing speed:40 wpm/typing Speed of 12000 Key Depression per hour on Computer.</p> <p>Desirable : Good knowledge of computer applications.</p>
8	Assistant Engineer	9300-34800	4600	40	<p>(i) A Bachelor's degree in Civil Engineering from recognized University with 5 years' experience of supervising civil works in any Govt./Govt. approved agency.</p> <p>(ii) At least 5 years experience as Junior Engineer.</p> <p>Desirable: Good knowledge of Computer Applications.</p>
9	Security Officer	9300-34800	4600	40	<p>(i) A Graduate or an equivalent qualification from a recognized University.</p> <p>(ii) At least 15 years experience in Police/Para-Military Forces/Armed Forces of the Union and held not below the rank of Sub-Inspector (Exe)/Subedar or an equivalent position with Exemplary service.</p> <p>(iii) Holding a Valid Driving License to ride Jeep/Motor Cycle.</p> <p>Desirable:</p> <p>(i) Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Forces.</p> <p>(ii) Should able to speak English and Hindi.</p>
10	Assistant	9300-34800	4200	40	<p>Graduation Degree or its equivalent from a recognized university.</p> <p>Desirable: Knowledge of working in computerized environment.</p>
11	Personal Assistant	9300-34800	4200	40	<p>Graduation degree with at least 55% marks with speed of 100 wpm in English/Hindi Shorthand and 40/30 wpm in English/Hindi typing or its equivalent grade.</p> <p>Desirable: Knowledge of working in computerized environment.</p>
12	Professional Assistant	9300-34800	4200	40	<p>(i) M. Lib/M. Lib. Sc or equivalent degree in Library/Information Sciences</p>

					<p style="text-align: center;">OR</p> <p>(ii) PG with B. Lib Information Science with 3 years experience.</p> <p style="text-align: center;">OR</p> <p>(iii) Graduate with B.Lib. Information Science with 5 years experience.</p> <p>Desirable: Knowledge of working in computerized environment.</p>
13	Senior Technical Assistant	9300-34800	4200	40	<p>M.Sc. in the relevant Science subjects with 55% or equivalent marks with two years of experience</p> <p style="text-align: center;">OR</p> <p>B.Sc. With relevant Science subject combination with 55% or equivalent marks with five years of experience in relevant Science Laboratory</p> <p>Desirable:</p> <p>(i) Experience in handling laboratory equipments and computers</p> <p>(ii) Good Command over English and Hindi.</p>
14	Senior Technical Assistant (Computer)	9300-34800	4200	40	<p>(i) B.E / B. Tech Computer Science / Electronics & Communication Engineering / Information Technology OR M.Sc. Computer Science OR MCA</p> <p>(ii) Two years of experience in relevant field in Government / PSU or Reputed Private Organization.</p> <p>Desirable: CCNA / CCNP or equivalent certification</p>
15	Junior Engineer (Civil)	9300-34800	4200	40	<p>(i) Bachelor's Degree in Civil Engineering with at least three years experience in supervision of erection/maintenance of Civil works.</p> <p style="text-align: center;">OR</p> <p>Three-years Diploma in Civil Engineering with at least five years experience in supervision of erection/ maintenance of Civil works.</p> <p>(ii) Good working knowledge of computer applications.</p>

16	Semi Professional Assistant	5200-20200	2800	40	<p>(i) Bachelor's Degree in Library/ Library & Information Sciences</p> <p>(ii) Two years relevant experience in a University / College Library.</p> <p style="text-align: center;">OR</p> <p>Any Master's Degree with a Diploma in Library Science / Master's Degree in Library Science with one year of relevant experience in a University/ College library</p>
17	Technical Assistant	5200-20200	2800	40	<p>Bachelor's Degree with Science in one of the subjects related to the laboratory from a recognized university and 5 years experience in the related laboratory of any university/college/research laboratory.</p> <p style="text-align: center;">OR</p> <p>Master's Degree in science with 3 years experience in the related laboratory of any university/college/research laboratory.</p> <p>Desirable: Experience of handling/operating/maintaining sophisticated instruments.</p>
18	Pharmacist	5200-20200	2800	40	<p>(i) A Bachelor's Degree in Pharmacy from recognized University</p> <p>(ii) Five years of experience in relevant field in Government / University / PSU / Autonomous Bodies / Hospitals / Clinics.</p> <p>(iii) Proficiency in Computer Operations.</p> <p>(iv) Registered with the Pharmacy Council of India.</p>
19	Security Inspector	5200-20200	2800	50	<p>(i) A Bachelor's Degree or its equivalent from a recognized University.</p> <p>(ii) At least 10 years of experience in Police/Para-Military forces/Armed Forces /Armed Forces of the Union and should have held post not below the rank of Subedar/Sub-Inspector (Executive) or an equivalent position with exemplary service.</p> <p>(iii) Holding a valid Driving License (LMV/Motor Cycle)</p> <p>Desirable: Completion of a course in fire fighting or unarmed combat course in Army or Para-military force.</p>
20	Upper Division Clerk	5200-20200	2400	35	<p>(i) Graduate in any discipline with good academic record from a recognized University.</p> <p>(ii) Three years experience as Jr. Office Assistant/Jr. Assistant/LDC/Computer</p>

					Operator/Data Entry Operator in the Central/Govt./ PSU/ Corporate Sector or similar other institutions/ Govt. Department. (iii) Good working knowledge of computer applications.
21	Library Assistant	5200-20200	2000	35	(i) A Bachelor's degree in Library science/ Information Science. (ii) One year relevant experience in University/College Library.
22	Laboratory Assistant	5200-20200	2000	35	(i) A Bachelor's degree in science with atleast 50% marks. OR (i) A three years diploma in the relevant field with atleast 50% marks. (ii) At least 2 years experience as Laboratory Assistant /Junior Technical Assistant/Laboratory Attendant. Desirable: Proficiency in local language (speaking, reading and writing)
23	Lower Division Clerk	5200-20200	1900	35	(i) 10+2 or equivalent qualification from a recognized Board or University (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi. (iii) Good working knowledge of Computer Desirable: Graduate from a recognized university
24	Driver	5200-20200	1900	40	(i) 8th Class Pass (ii) Valid Driving License for Light / Medium Vehicles (iii) At least 3 years experience of driving Light/Medium Vehicle
25	Cook	5200-20200	1900	40	(i) Class VIII passed (ii) 3 (three) years experience in cooking works in a Hotel/Hostel/Guest-House of repute.
26	Library Attendant	5200-20200	1800	35	(i) 10+2 or its equivalent with at least one year duration certificate course in Library Science from a recognized Institute in 2nd Division.

					<p>(ii) Minimum two years experience of working preferably in a university/college library.</p> <p>Desirable:</p> <p>(i) B. Lib./B.Sc./B.A.</p> <p>(ii) Proficiency in local language (speaking, reading and writing)</p>
27	Laboratory Attendant	5200-20200	1800	35	<p>(i) 10+2 in 2nd division from a recognized Board/ Council or equivalent preferably in Science subject.</p> <p>(ii) Two years experience of working in research laboratory preferably in university/college.</p> <p>Desirable:</p> <p>i. B.Sc.</p> <p>ii. Diploma in laboratory technology.</p> <p>iii. Proficiency in local language (speaking, reading and writing)</p>
28	Multi Tasking Staff	5200-20200	1800	35	<p>(i) Matriculation or equivalent from a recognized Board of School Education.</p> <p>Desirable</p> <p>(i) At least two years of experience of Photocopying/File handling in a university/college.</p> <p>(ii) Handling of Office duties/Pantry preferably in a university/college.</p>
29	Kitchen Attendant	5200-20200	1800	35	<p>(i) 8th Pass</p> <p>(ii) At least 2 years experience in the kitchen of Hostel, Mess/Canteen/ Guest House in a University/ College.</p> <p>Desirable : Proficiency in local languages (Speaking, reading, and writing)</p>
30	Hostel Attendant	5200-20200	1800	35	<p>(i) HSC (10+2) /Equivalent examination from a recognized Board/Council.</p> <p>(ii) Two years experience of working in the Hostel/Guest House in a University/College</p> <p>Desirable :</p> <p>(i) A Bachelor Degree</p> <p>(ii) Ability to read & write in English and Hindi</p>

The candidate those who have applied earlier for the above mentioned posts will have to apply afresh enclosing the documentary evidence of last payment. No payment of fees for current application is necessary. The detailed information may be seen from the university website www.igntu.nic.in.

General Instructions :

1. Pay Scales of posts are as per the UGC norms and carry pay and allowance as admissible to Central Government employees.
2. The Prescribed Minimum Qualification/Experience indicated are bare minimum and mere possession of same will not entitle the candidates to be called for interview. Where number of applications received in response to an advertisement is large, it may not be convenient or possible for the University to interview all the candidates. The University may restrict the number of candidates to be called for written exam/Skill test/interview to a reasonable limit, on the basis of qualification and experience higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, furnish details of all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications prescribed along with documentary evidences.
3. The qualification prescribed should have been obtained from recognized Universities/Institution.
4. The university reserves the right to withdraw any advertised post at any time without assigning any reason. The right is also reserved with the university either to fill or not to fill the post and its decision in this regard shall be final. The right is also reserve to reject any application without assigning the reason thereof.
5. Minimum requirements of qualifications and/or experience can be relaxed in case of exceptionally qualified candidates by the screening/selection committee.
6. Applicants not found suitable for higher positions may be considered for lower position.
7. Reservation and relaxation for SC/STs, OBC and PH for all posts exists as per the guidelines of the UGC/GOI. Candidates applying for the reserved posts should clearly state to which category they belong. They must also enclose attested photostate copy of Caste Certificate/Medical Certificate from the concerned competent authorities. The caste certificate to be produced by Other Backward Class (OBC) candidates must be in the format as prescribed by the Govt. of India. Please visit www.ncbc.nic.in for details. Otherwise, the application will be summarily rejected without further consideration.
8. Separate application along with separate application fee should be submitted for each post applied for.
9. For all non teaching positions, the candidates may have to appear for a test before the interviews.
10. Applicants serving in Government/Semi Government organizations/Public Sector Undertakings/ Autonomous Bodies/Universities must send their applications

“Through Proper Channel.” The applications received without the recommendations of the employer will not be considered. However, an advance copy of application may be sent followed by the original application through proper channel.

11. The age of superannuation for all the post shall be as per norms of Govt. of India.
12. The number of vacancies indicated in the notification is tentative. The university reserves the right to increase or decrease the number of advertised posts at the time of selection.
13. The panel of selected waitlisted candidates will be valid for one year from the date of approval of competent authority and University may make appointments on consequential/new vacancies.
14. Candidates shall have to produce original documents at the time of appearing in Test/Interview.
15. He/She must be prepared to undergo medical examination and satisfy medical authority, the University may prescribe.
16. Every successful candidate will be informed of the result of his/her application in due course after approval by the competent authority and any interim enquiries about the result will not be entertained.
17. A candidate who is found to have furnished any particulars which are false or to have suppressed material information, will be disqualified and if appointed, will be liable for dismissal without any notice.
18. The Candidate will have to present themselves for an interview, if called for, at the place mentioned at their own expenses. The selection process involves the assessment of professional skills, ability to communicate clearly and effectively and ability to analyze and discuss.
19. Candidate should bring all the original certificates, and testimonials, at the time if interview.
20. Canvassing in any form may lead to cancellation of candidature. No interim enquiries/correspondence/communication of any sort will be entertained on the matter.
21. Incomplete applications or without relevant supporting enclosures (self attested clear photostat copies of degree certificates/marks sheets/experience certificate/application fee, etc.) will be summarily rejected. Experience and qualifications will be reckoned as on the last date of submission of application form.
22. In case of any disputes/suites or legal proceedings against the University, the Jurisdiction shall be restricted to the Courts of Jabalpur (M.P.)
23. The last date of filling up online application form is 20/02/2015. However, the last date of receipt of online printed application and offline applications along with required documents is 28th February 2015.
24. Application should be accompanied with application fee in the form of non refundable Demand Draft of Rs. 500/- (No fee for SC/ST/Person with disability) drawn in favor of INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY, Payable at State Bank of India, Amarkantak (Branch Code.- 04674) / Central Bank of India, IGNTU Campus, Lalpur (Branch Code : 04695) must be enclosed.

25. The Application form complete in all respect be sent to - **Registrar**, Indira Gandhi National Tribal University, Pondki, Lalpur, Amarkantak, Madhya Pradesh, PIN-484886, India. **The Envelope containing the Application should be superscribed as “Application for the Post of (Name of the Post)”**. Applications received after the last date will not be considered under any circumstances.

Date : 20/01/2015

Registrar