



# इंदिरा गांधी राष्ट्रीय जनजातीय विश्वविद्यालय

## Indira Gandhi National Tribal University

अमरकंटक (म.प्र.) || Amarkantak (MP)

(संसद के अधिनियम के अधीन स्थापित केन्द्रीय विश्वविद्यालय)

(A Central university established by an Act of Parliament)

No.IGNTU/Rec.Cell/NT-Cont-01/2024

Date: 25.01.2024

### **ADVERTISEMENT FOR ENGAGEMENT IN CONTRACTUAL BASIS**

Eligible candidates are required for the following contractual posts purely on temporary basis in Indira Gandhi National Tribal University, Amarkantak, Madhya Pradesh-

S.No.	Post Name and No. of post	Consolidated remuneration in Rs.	Qualification (Essential, Experience & Desirable)
1.	NCC Instructor- (Contractual)  01 Post	35,000/- (Consolidated) p.m.	<b>Essential Qualification-</b> i) Indian Citizen having Post Graduate Degree with at least 55 % marks in any discipline from any recognized University/Institution. ii) Candidates who are qualified in PRCN (Pre-commission Course of NCC) conducted by DGNCC and are commissioned as Associate Officer in NCC as defined in the NCC Act 1948 and NCC Rules. S/he must have the eligibility to impart certain component of NCC Course and undertake training of cadets. iii) Must have NCC "C" Certificate with "A" grading iv) Represent in YEP (Youth Exchange Programme) / RDC (Republic Day Camp) / BLC ( Basic Leadership Camp)  <b>Or</b>  Retired Permanent Instructor (PI) in NCC
2.	Office Assistant- Computer (Contractual)  01 Post	35,000/- (Consolidated) p.m.	<b>Essential Qualification:</b> Indian Citizen having Master Degree in Information Technology / Computer Science or MCA from recognized University/College/Institution with at least 55% marks.  <b>Essential Experience:</b> Minimum 10 years relevant Experience.  The relevant Experience mentioned above must include at least 05 years or above experience in Higher Education Institution involving Digitalization, Development of Web-pages, Server maintenance etc, along with the higher education experience, Reputed Corporate experience may also be considered for the essential experience.  <b>Desirable:</b> <ul style="list-style-type: none"><li>• Good communication skills in Hindi and English.</li><li>• Candidates with IT/Computer knowledge/Experience</li><li>• Knowledge of Noting, Drafting, Data processing etc.</li></ul> Preference will be given to those candidates who have working experience in University/Educational Institutions.

**Important dates:**

**How to apply:** Interested candidates may have to apply in the prescribed format attached and send it to email id- [recruitment@igntu.ac.in](mailto:recruitment@igntu.ac.in) with all enclosures.

**Date of application:** **25.01.2024** (Start date) to **09.02.2024** (Last date)

**Date & Venue of Selection Test:** will be communicated on the website to the eligible candidates.

**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 Selection 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 to be paid shall be a monthly consolidated amount up to an amount as given above as per the norms of university looking in to expertise and experiences.
6. Maximum age limit is 45 years. Relaxation to SC/ST/PWD candidates will be given as per rules.
7. The candidate who fulfills the requirements may attend the selection test/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, mark sheet, 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. **Date and Venue of Selection Test will be communicated later on website.**
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

**FORMAT**

Advertisement / Notice No. ....

Application for the post of .....

1.	Name of Applicant	
2.	Father / Husband Name	
3.	Date of Birth (as per 10 <sup>th</sup> Marksheet)	
4.	Category (UR/OBC/SC/ST/EWS)	
5.	Divyang (Yes/No)	
6.	Gender (Male / Female/ Third Gender)	
7.	Residential Address with pincode	
8.	Nationality	
9.	Mobile No. & Email Id	
10.	Any other information	

**11. Education Qualifications :**

S.No.	Examinations	Year	Board/ University	Division/ %	Remark
1.	High School (10 <sup>th</sup> )				
2.	Hr. Secondary (12 <sup>th</sup> )				
3.	Graduation				
4.	Post Graduation				
5.	Diploma/Certificate				
6.	Other				

**12. Working experiences :**

S.No.	Name of posts	Organization name	From	To	Total period
1.					
2.					
3.					
4.					
5.					

**Declaration**

I hereby declare that all information provided by me in this form is true and correct on all of knowledge and belief. If any information or part of information found incorrect at any stage, any time, my candidate liable to be cancelled at any time.

Place:

Signature:

Date:

Name: