



इन्दिरा गांधी राष्ट्रीय जनजातीय विश्वविद्यालय

(संसद के अधिनियम के अधीन स्थापित केन्द्रीय विश्वविद्यालय)

INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY

(A Central University established by an Act of Parliament)

AMARKANTAK, MADHYA PRADESH – 484 887 INDIA

Tel.:07629-280801, 280802 ♦ Fax: 07629- 269432 ♦ website: www.igntu.ac.in

Ref. No.: IGNTU/B.Voc/2025/ 119

Date: 21/03/2025

NOTIFICATION WALK-IN-INTERVIEW

The Department of Vocational Education, under the Faculty of Technical, Vocational Education & Skill Training at Indira Gandhi National Tribal University (IGNTU), Amarkantak, invites eligible and interested candidates for a Walk-in-Interview for purely temporary and contractual positions as per the details given below:

Details of Vacancies:

Sr. No.	Name of the Post	No. of Posts	Reservation	Consolidated Emoluments (Per Month)
01	Multimedia Expert Designer and Innovator	01	UR	₹40,000/-
02	Senior Technical Assistant (Computer)	01	ST	₹25,000/-
03	Multi-Tasking Staff	01	ST	₹15,000/-

1. Multimedia Expert Designer and Innovator

- **Essential Qualification:**

Master's degree M.Sc. with PGDM in Multimedia with minimum 55% marks from a recognized University.

- **Experience:**

Minimum 10 years in field of Multimedia out of which at least 6 years in Central University / Govt. of India sponsored project.

- **Desirable Skills:**

CorelDraw, Adobe Illustrator, Photoshop, 2D/3D Animation, Adobe Premiere, After Effects.

- **Age:** Not exceeding 60 years

- **Key Responsibilities:**

- Visual Design & Layout Training and Capacity Building
- Video / Film Creation: Training and Capacity Building
- Flex / Banner / Book / Multimedia expert designing with CorelDraw and Training
- Image creation, editing with Photoshop: Training and Capacity Building
- 2D/3D Animation: Training and Capacity Building

2. Senior Technical Assistant (Computer)

- **Essential Qualification:**

Bachelor's degree in Computer Science/IT or equivalent with 55% marks.

- **Experience:**

Minimum 10 years in IT support, technical field assistance, lab, offset press, Dashboard Manager, Cloud work out of which at least 6 years in Central University / Govt. of India sponsored project.

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- **Desirable Skills:**
Photocopier, Book Binding, Lab Work, Office Publishing etc.
- **Age:** Not exceeding 40 years.
- **Key Responsibilities:**
 - Technical Support
 - System Maintenance
 - Network & Security Management
 - Documentation
 - User Training

3. Multi-Tasking Staff (MTS)

- **Essential Qualification:**
12th pass or equivalent from a recognized board with CCC certificate.
- **Experience:**
Minimum 1 year in Central University / Govt. of India sponsored project.
- **Desirable:** Every office assistance like serving and making tea, filing, office cleaning, file handling.
- **Age:** Not exceeding 32 years
- **Key Responsibilities:**
 - All kind of Office Support
 - Cleaning & Maintenance
 - Mail Handling
 - Event Assistance

General Instructions:

- I. The positions are purely temporary and contractual.
- II. Initial engagement is for five months, extendable based on performance and project requirements.
- III. Eligibility shall be determined as on the date of advertisement.
- IV. Application letter and bio-data must be submitted to the email vikash.singh@igntu.ac.in with scanned copies of relevant documents in a single PDF file.
- V. The university reserves the right to cancel or postpone the interview process.
- VI. Working hours: Monday to Saturday, 10:00 AM to 6:00 PM.
- VII. Application Deadline: 05/04/2025 (up to 5 PM) to vikash.singh@igntu.ac.in
- VIII. Interview link and schedule will be shared via email by 08/04/2025.
- IX. Date of Walk-In-Interview: 09/04/2025.

Vikash Singh

Sd/
Registrar