



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-01/2020

Date: 10.07.2020

**ADVERTISEMENT**

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

**Controller of Examinations 01(UR), Librarian-01(UR), Internal Audit Officer (Deputation) 01(UR),  
Medical Officer 01(UR) & Public Relation Officer 01(UR)**

*Note: UR stands for Unreserved*

The Opening date for submission of online application is **10.07.2020** and the closing date for submission of online application is **10.08.2020**. Submission of hardcopy of application along with all required documents (self-attested) is **20.08.2020**.

  
Registrar

**ELIGIBILITY CRITERIA**

Post Code	Name of the Post	Maximum Age	Eligibility
01	Controller of Examinations	57	<p><b>Essential:</b></p> <p>i) A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale.</p> <p>ii) At least 15 (fifteen) years' of experience as Assistant Professor in the AGP Rs.7000 and above or with 8 (eight) years' of service in the AGP of Rs. 8000/- and above including as Associate Professor, along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education (In relevant levels of Pay Matrix).</p> <p style="text-align: center;">OR</p> <p>15 (fifteen) years of administrative experience of which 8 (eight) years shall be as Deputy Registrar or an equivalent Post.</p> <p><b>Desirable:</b></p> <p>Relevant experience in conducting University/National level educational institutions Examinations or other comparable examinations.</p> <p><b>Mode and Tenure of Appointment:</b></p> <p>The appointment shall be made for a tenure up to 5 (five) years or till attaining the age of 62 (sixty two) years, whichever is earlier.(eligible for re-appointment)</p>
02	Librarian	55	<p>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.</p> <p>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.</p> <p>iii) Evidence of innovative library services, including the integration of ICT in a library.</p> <p>iv) A Ph.D. Degree in library science/information science/documentation /archives and manuscript-keeping.</p>
03	Internal Audit Officer (Deputation)	57	<p>Deputation- by drawing officers belonging to Audit and Accounts services or other similar organized services in Central/State Govt., holding analogous posts on regular basis.</p> <p style="text-align: center;">Or</p> <p>With three years regular service in PB-3(15600-39100)+grade Pay Rs.6600.</p> <p style="text-align: center;">Or</p> <p>With five years regular service in PB-3(Rs. 15600-39100) + Grade pay Rs.5400.</p>

04	Medical Officer	40	<p>Essential:</p> <p>MBBS recognized by M.C.I.</p> <p>Desirable:</p> <p>Post Graduate Medical Qualification from a recognized Institution by the MCI.</p> <p>Preference will be given to experienced candidate, working in a Hospital attached with a Medical College/ Corporate Hospital.</p>
05	Public Relation Officer	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 Journalism and Mass Communication from recognized University/ Institute</p> <p style="text-align: center;">OR</p> <p>Master's degree in any discipline with First Division and P.G. Diploma in Journalism and Mass Communication from recognised University/ Institute</p> <p style="text-align: center;">AND</p> <p>b. At least 03 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 command of speaking in English and Hindi.</p>

#### TERMS & CONDITIONS

- 1) The number of candidates to be called for Interview may be restricted based on the recommendations of the Screening Committee constituted as per the rule for this purpose.
- 2) Experience and qualification shall be reckoned as on the closing date of submission of application.
- 3) Candidates intending to apply for different posts are required to apply separately.
- 4) 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.
- 5) 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/ Photo 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.
- 6) **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/-.
- 7) **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, and
    - 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 20<sup>th</sup> August, 2020 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 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 10<sup>th</sup> 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. 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 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 "Objection Certificate" from the employer at the time of interview failing which he/she shall not be entertained in Interview. The application for appointment on deputation may be forwarded by the employer along with the CR dossiers of last five years 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 and rules.
  - 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 and submit hard copy within the prescribed date.
- (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](mailto:recruitment@igntu.ac.in)

  
8/17/2020  
Registrar