



Indira Gandhi National Tribal University,
Amarkantak, Dist.-Anuppur – 484 886
(A Central University established by an Act of Parliament)
website: www.igntu.nic.in

Advt. No.F.03/Estt/916 /2011

Date:07/12/2011

RECRUITMENT NOTICE

Application in the prescribed format are invited from the eligible candidates for the following positions for **Regional Campus, Manipur** : ***Last Date:13/01/2012***

S. No	Name of Post	Details of Post & Category
1	Deputy Registrar	01 UR
2	Assistant Registrar	01 UR
3	Stenographer	01 UR
4	Asst. Librarian	01 UR
5	Lower Division Clerk	01 OBC
6	Library Attendant	01 ST

Detailed information regarding qualification and experience and pay scale may be seen university website: www.igntu.nic.in. Completely filled up application forms along with a DD of **Rs. 200/-** (Rs. 100/- for SC/ST) should be sent to **“The Registrar, Indira Gandhi National Tribal University, Amarkantak (M.P.) Pin- 484 886** by Registered/Speed Post only. The Demand Draft should be in favour of **“INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY”** payable at State Bank of India, Amarkantak (IFSC Code no. SBIN 0004674) **(Registrar)**

S.No.	Name of Post	Qualification	Max. Age
1.	Dy. Registrar 15600-39100 + GP 7600/-	1. A Master Degree with at least 55% or its equivalent grade of B in the UGC seven-point scale. 2. 5 years of experience as Assistant Professor in a college or a University having AGP of Rs 6000/- with experience in <u>educational administration</u> *. Or Comparable experience in research establishment and/or other institutions of higher education. Or 5 years of administrative experience as Assistant Registrar or in an equivalent post.	45 Years
2.	Assistant Registrar 15600-39100 + GP 5400/-	1. A Master Degree with at least 55% or its equivalent grade of B in the UGC seven-point scale. Desirable Qualification: 1. Master degree in Management/Law/any course of administration. 2. Knowledge of Computer. 3. Experience of Administrative Posts in the University system will be preferred.	35 years
3.	Stenographer 5200-20200 + GP 2400/-	1. Graduation degree from a recognized or University. 2. Short hand speed of 80W.P.M and typing speed of 40w.p,m in English or 30w.p.m. in Hindi Desirable: 1. Working knowledge of Computer	30 Years
4.	Asstt. Librarian 15600-39100 + AGP 6000/-	Qualifying in the National Eligibility Test conducted for the purpose by the UGC or any other agency approved by the UGC. Master's degree in Library Science/Information Science/ Documentation or an equivalent professional degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale plus a consistently good academic record, computerization of library. The candidates who have done Ph.D. under UGC regulation 2009 may be exempted from NET qualification. Desirable: Ph.D and Computerization of Library with 5 years experience	35 Years
5.	LDC 5200-20200 + GP 1900/-	1.10+2 or equivalent qualification from a recognized Board or University. 2. A typing speed of 30w.p,m in English or 25w.p.m. in Hindi Desirable: 1. Working knowledge of Computer 2. Graduate from a recognized University.	30 Years
6.	Library Attendant 5200-20200 + GP 1800/-	Class XII th Passed having experience in working in a library. Or Class VIII th passed with 2 year's experience in a Library of recognized institution.	30 Years

Terms, Conditions & other details:

1. The prescribed essential qualifications and experience are the minimum as laid down in the advertisement. However, University encourages candidate possessing higher qualifications and experience.
2. The University at its discretion may restrict the number of candidates to a reasonable limit on the basis of qualifications/ experience higher than the minimum prescribed for the post and only short listed candidates will be called for interview.
3. The envelope should be subscribed as "Application for the Post of -----"

4. In case of recruitment to Non-teaching positions, the University may conduct examination/ presentation/ written test / computer test as a method for further short listing of candidates as may be decided by the Competent Authority.
5. Those already employed should apply through proper channel. However, they may submit an advance copy to meet the deadline set for receiving the application.
6. Canvassing in any form may lead to the cancellation of candidature.
7. The University reserves the right to:
 - a) Draw up reserve panel/waiting list (s),
 - b) Not to fill up any of the advertised posts, without assigning any reasons.
 - c) Decide criteria/ procedure for short listing of the candidates.
 - d) The age as on last date of submission of application should be less than or equivalent to the age limit prescribed.
 - e) Separate application should be submitted for each post.
8. Experience and qualification will be reckoned as on last date of submission of application which is **13.01.2012**.
9. Clear quality self certified Photocopies of all important certificates must be attached with the application.
10. **No TA/DA shall be paid to the candidates for attending the interview**
11. Application fees once paid shall not be refunded under any circumstances, even if application is received late or rejected on any ground.
12. The university will not be responsible for postal delay in receipt of the application forms from the candidates.
13. i) **Application received after the last date**
 - (ii) Incomplete in any respect / without requisite demand draft, and
 - (iii) Any fresh paper/ enclosures after closing date, **shall not be considered**
14. Certificate in support of experience should be in the organization's letter head, bear the date of issue, specific period of work, name and designation of the issuing authority along with his signature.
15. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
16. No interim enquiry will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
17. If the application form is not found correct or does not match with the original demand draft number attached with the application form, then application may be rejected.
18. The prescribed application format is given on the web site which shall be used by the candidates which can be downloaded from the university website.
19. Application sent in any other format is liable to be rejected.
20. Reservation for physically Handicapped candidates will be as Govt. India norms.
21. Age relaxation to SC/ST/OBC is as per Govt. India norms. Only one age relaxation will be given limited to maximum of 5 years.
21. Those having working experience in the University system may be given age relaxation to the extent of their experience, limited to a maximum of 5 years or similar or just one below to the applied posts/Grade.

Completely filled up application forms along with a DD of Rs. 200/- (Rs. 100/- for SC/ST) should be sent to “The Registrar, Indira Gandhi National Tribal University, Amarkantak (M.P.) Pin- 484 886 by Registered/Speed Post only.

The Candidates may submit their advance copy through Email attaching the Xerox copy of the Bank Draft through email latest by 10th Jan. 2012.

The Demand Draft should be in favour of “INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY,” payable at State Bank of India, Amarkantak (IFSC Code no. SBIN 0004674)

Registrar