



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-02/2022

Date: 05.10.2022

ADVERTISEMENT FOR ENGAGEMENT IN CONTRACTUAL BASIS

Applications are invited from eligible candidates for the engagement 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	Qualification (Essential, Experience & Desirable)
1.	Junior Engineer (Contractual) Posts – 02 UR (01-Civil & 01-Electrical)	32,000/- p.m.	Essential Qualification: Bachelor's degree in Engineering (Civil/Electrical) from recognized University/ Institute or equivalent. OR Diploma in Engineering (Civil/Electrical) from a recognized University/ Institute with at least two years of experience in the relevant field from Central/ State Govt. Services/ CPWD/ State Govt. PWD Services or similar organized services / Statutory or Autonomous organization / University system/ reputed private organizations. Desirable: Working knowledge of AUTOCAD, Computer Application, other relevant software. Preference will be given to those candidates who have working experience in University/Educational Institutions.
2.	Office Support Staff (Contractual) Posts – 02 UR	32,000/- p.m.	Essential Qualification: 1. Graduation in any discipline from recognized University/College/Institution. 2. Diploma in Computer Application 3. Certificate of Typing in Hindi or English 4. Certificate of Stenography in Hindi or English Essential Experience: Minimum three years of working experience in Office / Secretarial work in any Government Organization/ University. Desirable: <ul style="list-style-type: none">• Good communication skills in Hindi and English.• Knowledge of Noting, Drafting, Data processing etc.• Degree/ Diploma in Management Preference will be given to those candidates who have working experience in University/Educational Institutions.

3.	Data Entry Operator (Contractual) Posts – 03 (1-OBC, 1-ST, 1-UR)	18000/- p.m.	<p>Essential Qualification:</p> <ol style="list-style-type: none"> 1. Higher Secondary pass from recognized Board/University/College/Institution. 2. Diploma / Certificate in Computer 3. Knowledge of Hindi & English Typing <p>Essential Experience: Minimum two years of working experience in Data Entry/ Office Support/ Computer Operation/ Typing and in other relevant office work.</p> <p>Desirable Skills:</p> <ul style="list-style-type: none"> • Good communication skills in Hindi and English. • Knowledge of Data entry, Data processing etc. • Graduate in any discipline from recognized University/ College/Institution <p>Preference will be given to those candidates who have working experience in University/Educational Institutions.</p>
----	---	--------------	---

How to apply:

Interested candidates may have to apply online (www.igntu.ac.in) and send copy (pdf/scanned) of application to the email id- recruitment@igntu.ac.in with all enclosures in single pdf file.

Important dates:

Date of application: 06.10.2022 (Start date) to 20.10.2022 (Last date) evening upto 6.00 PM.

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

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 Skill cum Selection Test 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 Skill cum Selection Test 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 shall be paid 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/OBC/PWD candidates will be given as per rules.
7. The candidate who fulfills the requirements may attend the Skill cum Selection Test as per the schedule given below along with original documents and two sets of self-attested photocopies of certificates and qualifications along with experience, marksheet, birth certificates, caste certificates, two passport size photographs etc. at the venue on scheduled date and time. Applicants appearing for the Skill cum Selection Test with incomplete documents will not be entertained.
8. **Date and Venue of Skill cum 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 Skill cum Selection Test 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 in case of any queries of any candidate.

Sd/-

Registrar