



# इंदिरा गांधी राष्ट्रीय जनजातीय विश्वविद्यालय INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY

(संसद के अधिनियम के अधीन स्थापित केन्द्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

अमरकंटक (म.प्र.) 484887 || Amarkantak (M.P.) 484887

www.igntu.ac.in

Advertisement No.: IGNTU/RC/2024/NT-03

Date: 25.08.2024

## ADVERTISEMENT

Online applications are invited from Indian nationals for various non-teaching posts in the Indira Gandhi National Tribal University, Amarkantak, Madhya Pradesh.

Eligible candidates should have to fill the application form in **online mode only** through IGNTU website (<https://www.igntu.ac.in/recruitment.aspx>)

### Important dates:

Start date of online application:	25/08/2024
Last date of online application:	14/09/2024

### Details of Vacancies (Post Name, Group, Vacancies, Reservation and Pay Scale):-

Post Code	Name of the Post	Group	No. of Vacancies	Pay Scale as per 7 <sup>th</sup> CPC
1.	Registrar	A	01-UR	Level-14 (₹144200-218200)
2.	Finance Officer	A	01 UR	Level-14 (₹144200-218200)
3.	Controller of Examinations	A	01 UR	Level-14 (₹144200-218200)

### Method and Tenure of Recruitment:

Registrar	Direct recruitment for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier.
Finance Officer	Direct recruitment for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier.
Controller of Examinations	Direct recruitment for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier.

### (2) Qualifications, Experiences & Age limit:

The required qualification (essential and desirable), experiences and the upper age limit for appointment to various posts are indicated below. The qualification prescribed for each of the post shall be counted as the minimum qualification. The Qualifications/Experiences/ Age etc. in respect of the posts shall be counted as on the last date of submission of online application:-

S.No.	Post Name	Upper Age limit	Qualifications (Essential, Desirable & Experiences)
1.	Registrar	Preferably below 57 years	<p><b>Essential:</b></p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p style="text-align: center;"><b>or</b></p> <p>Comparable experience in research establishment and/or other institutions of higher education,</p> <p style="text-align: center;"><b>or</b></p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
2.	Finance Officer	Preferably below 57 years	<p><b>Essential:</b></p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p style="text-align: center;"><b>or</b></p> <p>Comparable experience in research establishment and/or other institutions of higher education,</p> <p style="text-align: center;"><b>or</b></p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p><b>Desirable:</b> PG Degree in Commerce/Account/Finance or CA/ICWA/CMA</p>
3.	Controller of Examinations	Preferably below 57 years	<p><b>Essential:</b></p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including</p>

			<p>as Associate Professor along with experience in educational administration</p> <p style="text-align: center;"><b>or</b></p> <p>Comparable experience in research establishment and/or other institutions of higher education,</p> <p style="text-align: center;"><b>or</b></p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
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**(3) Processing fees :**

1. Processing fees for online application for various category are as under –

Category	Processing fees
UR/OBC/EWS candidates	₹1000/- (One thousand rupees) only
SC/ST/PWD/Women candidates	₹500/- (Five hundred rupees) only

2. Processing fees will be accepted only through prescribed mode (i.e. online mode).
3. Processing fees mentioned above shall be non-refundable and non-adjustable under any circumstances.
4. Candidate who wishes to apply for more than one post will be required to submit separate online applications along with separate online processing fees.
5. Applications without the prescribed fee would not be considered and will be summarily rejected. No representation against such rejection would be entertained.

**(4) How To Apply:**

1. The interested candidates may fill up the prescribed online application forms (available in IGNTU Recruitment Portal -<https://www.igntu.ac.in/recruitment/asp>) along with the details of qualifications, experience and other requirements as per the procedures prescribed by the university and submit the applications duly completed in all respects along with the prescribed application fees, within the stipulated time.
2. All the documents in support of candidature should be uploaded on the portal.
3. Form-16 regarding income tax deduction by the employer to ascertain the emoluments drawn should be uploaded on the portal.
4. Candidate who is in service has to upload "No Objection Certificate", and Vigilance Clearance Certificate from the employer on the portal.
5. Candidates are advised to read advertisement carefully and check their eligibility and suitability before applying.
6. Email Id and Mobile number registered in the recruitment portal shall be used for future communication like Interview Call letter/ Admit card, etc., if any.
7. In case the closing date is a holiday, the next working day shall be treated as the closing date.
8. The closing date may be extended at the discretion of the University depending on the exigency of the situation, by notifying on the University website only, for which the interested candidates have to be in constant touch with the website of the university.

9. University shall not be responsible for any loss of e-mail or loss of any communication due to wrong address provided by the candidate.

**(5) Selection process:**

1. Provisional list of eligibility shall be published on University website only. Applicants if have any grievances against provisional list, they can represent it through proper channel within given time. Grievances received beyond prescribed time limit shall not be considered for redressal.
2. Final list of eligibility shall be published on University website after redressal of grievances, if any.
3. Only shortlisted eligible candidates shall be called for interview. All eligible candidates shall not be called for interview. University reserves the right to call adequate number of candidates for Interview.
4. Shortlisted Eligible candidates shall be communicated through Email only. They shall not be informed by any other mode like postal, courier, phone call, etc.
5. Interview Date, Time, Venue, Reporting Time and other information regarding Interview shall be provided in the Interview Call Letter.
6. Selection shall be based only on the merit of performance in the interview.
7. Mere possession of eligibility conditions shall not entitle a candidate to be called for Interview.

**General Terms and Conditions:**

1. The selected candidate shall be governed by the New Pension Scheme of the Govt. of India, duly amended by UGC from time to time.
2. It shall be the responsibility of the candidate to ascertain his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience, etc. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidate shall lead to his/her disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his/her appointment shall be liable to termination forthwith as per this clause.
3. Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority at any point of time even after joining the employment. If any document is found to be false/ fake/ incorrect either before or after appointment, the document shall be summarily rejected or action may be initiated against the candidate which shall lead to cancellation of his appointment, as the case may be.
4. In case of any inadvertent mistake in the process of selection detected at any stage even after issue of the appointment letter, the University reserves the right to modify / withdraw/ cancel any communication made to the candidate.
5. The person appointed against any post shall be governed by the Act/Statutes/Ordinances/Rules of the University and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rule, 1965 or any other Rules of the Government of India, as

- amended from time to time and any other rule/resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
6. The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his/her conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled/ terminated forth with.
  7. Canvassing in any form on behalf of any candidate shall be treated as a disqualification, which shall lead to cancellation of candidature.
  8. No interim correspondence/ Enquiry shall be entertained during the recruitment process.
  9. The selected candidate shall produce a medical fitness certificate from the Medical Board issued by a Govt. Hospital/or Govt./CGHS empaneled Hospital for Group A post as the case may be prior to his/her joining.
  10. The terms and conditions of appointment shall be communicated to the candidate in the form of 'Offer of Appointment' to the selected candidate. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.
  11. The selected candidate shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee shall have to perform without fail to avoid any disciplinary action.
  12. The minimum educational qualification and experience, constitution of Selection Committee, prescribed quota, method of recruitment or any other eligibility criteria, etc. for direct recruitment for the posts of Registrar and Finance Officer shall be governed strictly as per the UGC's guidelines/regulations. Any amendment to the Notification/ Regulations/Guidelines of the UGC/Government of India in future shall be adopted mutatis-mutandis by the University for implementation in supersession of the existing provisions already adopted and incorporated in these Rules.
  13. At the time of recruitment, a 'Service Agreement' shall be executed between the University and the employee concerned and a copy of the same shall be kept with the University. Such service agreement shall be duly stamped as per the rates applicable.
  14. The candidate shall bring all original certificates relating to his age, qualifications, experience, etc. at the time of interview. In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his application, he/she may not be allowed to appear at the interview and his/her candidature may be treated as cancelled without any further communication in this regard.
  15. (i) The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever.  
(ii) The University reserves the right to withdraw the advertisement, either partly or wholly, at any time without assigning any reason.

- (iii) If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded.
- (iv) In case of any ambiguity pertaining to the eligibility criteria for any post, the decision of the Vice-Chancellor shall be final.
16. In case of any dispute, the territorial jurisdiction for adjudication shall be the High Court of Madhya Pradesh, Jabalpur (M.P.)

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**Registrar**