



इन्दिरा गांधी राष्ट्रीय जनजातीय विश्वविद्यालय
Indira Gandhi National Tribal University
अमरकंटक (म.प्र.) | Amarkantak (M.P.)

(भारतीय संसद में पारित अधिनियम द्वारा स्थापित केन्द्रीय विश्वविद्यालय)
(A Central University Established by an Act of Parliament of India)

Employment Notice No. IGNTU/MMTTC/01/2024

Dated: 21.06.2024

WALK-IN-INTERVIEW NOTICE

**RECRUITMENT of TEMPORARY ON CONTRACTUAL / HIRING BASIS
for MALAVIYA MISSION TEACHER TRAINING CENTRE (MMTTC)
(sponsored by University Grants Commission, Ministry of Education, GOI)
at Indira Gandhi National Tribal University, Amarkantak, Madhya Pradesh**

Date of Walk-in-Interview: 25th July, 2024 at 10.0 AM onwards

Applications are invited from the eligible, qualified, dedicated and academically productive candidates who have strong commitment towards MMTTC with Academic, Technical, and be responsible for support to the MMTTC with the following positions on Temporary/Co-Terminus basis:

Sl. No.	Post	Number of Vacancy	Essential Qualifications	Fixed Monthly Remuneration
1	Project Assistant	01 (UR)	1. A Bachelor's Degree in any discipline from any recognizer university 2. Proficiency in Computer Operation (MS Office), Noting, and Drafting	Rs. 35,000/-
2	Computer Assistant	01 (UR)	1. A Bachelor's Degree in any discipline from any recognized university 2. English Typewriting @35wpm 3. Proficiency in computer operation 4. Knowledge of computer software relate with graphics designing (Photoshop, Canva, and CorelDraw etc. for designing the certificates)	Rs. 30,000/-
3	Support Staff	01 (UR)	1. Passed 10+2 from any recognized Board/Council 2. Knowledge of computer operation	Rs. 22,000/-

Interested candidate may submit their application along with all necessary documents in the support of educational qualifications, Technical, and experience to 'The Registrar, Indira Gandhi National Tribal University, Amarkantak, 484887, Madhya Pradesh' in a sealed envelope by post on or before 18th July, 2024 at 5.00 PM.

Subsequently, the eligible candidates may appear in the Walk-in-Interview scheduled to be held on 25th July, 2024 at 10.00 AM in the Recruitment Section, Swami Vivekananda Administrative Building of IGNTU.

REGISTRAR

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GENERAL INSTRUCTIONS

1. Candidates are required to submit the hard copy of the application to **The Registrar, Indira Gandhi National Tribal University, Amarkantak, 484887, Madhya Pradesh**. They may also send an advance copy of their application through email to: mmttc.amarkantak@igntu.ac.in along with all documents attached either in pdf/jpg format.
2. These posts are purely on temporary on contractual / Hiring basis with the scheme and selected candidates has no right to claim for regularization in the University.
3. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for the interview. Where the number of applications received in response to an advertisement is large and it is not feasible or convenient to interview all the candidates. The University at its discretion, may restrict the ~~num~~of candidates to a reasonable limit on the basis of qualifications, experience higher ~~in~~the minimum prescribed for the post. The University, however, prefers candidate possessing higher qualifications and experience.
4. The process of selection may be by a Skill Test/Presentation/interview or a combination of all.
5. The University shall process the applications entirely on the basis of information/documents submitted by the candidates. In case the information/documents are found to be false / incorrect, the responsibility and liability shall lie solely with the candidates and the candidature of such candidates will be rejected even after the selection.
6. Before applying for a position, applicants are advised to go through the advertisement carefully and satisfy themselves about their eligibility. No enquiry in this regard will be entertained.
7. All correspondence from the University including interview letter, if any, shall be sent only to the email address provided by the applicant in the online application form. The applicants are advised to check the website of the University regularly for updates.
8. Any addendum/corrigendum, if any, shall be posted in IGNTU website only.
9. Canvassing in any form will be treated as disqualification.
10. Incomplete applications in any respect shall be summarily rejected.
11. The University reserves the right to revise/reschedule/cancel/suspend/withdraw the recruitment process in part or full without assigning any reason. The decision of the University shall be final and no appeal in this regard shall be entertained.
12. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the applicant in this regard.
13. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
14. If the service of any candidate is not found satisfactory, his/her services may be terminated ~~th~~with without assigning any reason to him/her.
15. All candidates must possess a valid ID to be allowed to appear in the interview. University cannot provide any TA/Accommodation to the candidate for attending the interview
16. University will not provide any accommodation to the selected candidates. Candidates will have to arrange the accommodation at their own and university will not reimburse/pay any HRA
17. In case of any dispute, any suite or legal proceedings against the University, the territorial jurisdiction shall be the High Court of Madhya Pradesh, Jabalpur.
