



RAJIV GANDHI UNIVERSITY
(A Central University)
Rono Hills Doimukh
Arunachal Pradesh Pin-791112

No. Estt./Teach-142/Advt./2016 (Vol-II)

Dated the 20th July, 2019

ADVERTISEMENT FOR NON-TEACHING POSTS

Applications in prescribed format are invited from the citizen of India for filling-up of the following Group 'A' posts through direct recruitment or deputation purely on standard terms of deputation initially for a period of 2 (two) year extendable upto 5th years and B' & 'C' non-teaching posts through direct recruitment in the Rajiv Gandhi University, Rono Hills, Doimukh:

Educational and other qualifications are as under:

Sl. No	Post (s), Pay Level & Age	Minimum educational qualification, desirable qualification and experience, etc.
1	Registrar Level – 14 Not more than 56 years of age	Essential Qualification: (1) A Master Degree with at least 55% of the marks or its equivalent Grade of 'B' in the UGC seven point scale. (2) At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000 and above or with eight years of service in AGP of Rs. 8000 and above including as Associate Professor along with experience in educational administration. OR Comparable experience in research establishment and/or other institution of higher education; OR 15 years of administrative experience of which, 8 years shall be as Deputy Registrar or an equivalent post.

[Signature] 1

2.	Finance Officer Level – 14 Not more than 56 years of age	Essential qualification : 1. A Master degree in the relevant discipline with at least 55% marks or its equivalent grade 'B' in UGC seven point scales from a recognized University/Institute. 2. At least 15 years of experience as Assistant Professor in the academic pay level – 11 of pay matrix i.e of Rs. 68,900/- and above or with 8 years of service in the academic pay level – 12 of pay matrix i.e. of Rs. 79,800/- including as Associate Professor along with experience in educational administration. OR Comparable experience in research establishment and /or other institutions of higher education. OR 15 years of administrative, of which 8 years shall be as Deputy Registrar or an equivalent or an equivalent post (having the revised pay in the academic pay level -12 of pay matrix i.e. Rs.78,800/- in field of financial management (audit /accounts/ treasury/ budgeting etc). OR Should be a member of any of the Organized Central Accounts Services, in the same grade pay or with 5 years of service in the immediately below grade pay. OR Should be a certified ICAI Chartered Accountant, with minimum 10 years of work experience as Chartered Accountant. OR Should be a Cost Accountants (ACMA/FCMA) having 10 years working experience in educational institutions.
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3.	Controller of Examinations Level – 14 Not more than 56 years of age (purely on deputation initially for a period of 2 years may be extended upto 5 years)	Essential qualification : 1. A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale. 2. At least 15 years of experience as Assistant Professor in the pay level – 11 and above or with 8 years of service in the pay level – 12 and above including as Associate Professor along with experience in educational administration. OR 3. Comparable experience in research establishment and/or other institutions of higher education. OR 4. 15 years of administrative experience, or which 8 years shall be as Deputy Registrar or an equivalent post
4.	Internal Audit Officer Level – 12 Not more than 55 years of age (purely on deputation initially for a period of 2 years may be extended upto 5 years)	Essential qualification : i. Officers from Audit & Accounts Service or other similar services in a Central/State Government or Autonomous body holding the post on regular basis with 5 (five) years experience in the pay level– 11 of the pay matrix i.e 67,700/- OR ii. Officers having 8 (eight) years experience in the pay level – 10 of the pay matrix i.e Rs. 56,100/- iii. Desirable : Preference will be given to the candidate with CA/CMA/M.Com/MBA (Finance)/ ICWA/ CA.SAS
5.	Assistant Engineer (Electrical) (un-reserved) Level - 7	Essential qualification : i. B.E. in Electrical Engineering with at least 2 nd class or qualification recognized by AICTE in the respective field with 5 (five) years experience as Junior Engineer. OR ii. With at least 2 nd class Diploma in Electrical Engineering with 8 (eight) years of experience after regularization as Junior Engineer i.e. experience in the field of designing, fabrication & maintenance of electrical equipments etc.

		Preference will be given to the departmental candidate.
6.	Upper Division Clerk -2 post (ST-1/UR-1) Level - 4	Essential qualifications : i. Graduate from any recognized institute. ii. Have 6 (six) months certificate/diploma in Computer from recognized institutes.

Important instructions for Non-Teaching posts:

How to apply:

- Application form can be downloaded from university website www.rgu.ac.in from 20th July '2019 onwards. Application fee of Rs.1000/- (Rupees one thousand) must be submitted along with the application form. The SC/ST candidates are exempted from the application fees. However, they have to pay an amount of Rs. 200/- for postal expenses only. The filled in application form (two copies) with detail dossiers along with 3(three) recent passport size of photographs pasted in each application form is to be submitted in a sealed cover super scribed with "Post Applied for" to the Registrar, Rajiv Gandhi University, Rono Hills, Doimukh – 791112 latest by 26th August '2019.
- Mode of payment: the application/ postal charge fees have to be paid through demand draft. The receipt of payment made should be enclosed with the application form. The payment can be made through DD in favour of the Registrar, Rajiv Gandhi University, Rono Hills, Doimukh-791112.
- Candidate in service should submit application through proper channel or enclose "NO OBJECTION CERTIFICATE "from their current employer.
- The employer of the applicant is required to send/dispatch integrity certificate, vigilance clearance and no penalty certificate of the applicant directly to the Registrar, Rajiv Gandhi University, Rono Hills, Doimukh-791112 (Arunachal Pradesh).



- e. The crucial date for determining age shall be the last date of receipt of application (not applicable to the candidate those who had applied earlier for the post of Assistant Engineer (Elect.) and UDC in response to this office advertisement of even number dated 14th August'2017.
- f. The candidate those who had applied for the post of Assistant Engineer (Elect.) and UDC in response to this office advertisement of even number dated 14th August'2017 need not pay any fee.
- g. Application(s) received after the last date or incomplete application or without fee shall be summarily rejected. The University reserves the right to fill or not to fill any of the posts advertised.
- h. The University will not be responsible for non-receipt of application or any delay in receipt thereof on any account.
- i. Canvassing in any form shall lead to disqualification in appearing interview.
- j. The syllabus and pattern of exam for AE (Electrical) and UDC shall be uploaded in the University website. So applicants have to visit the University website for further information.

For details information, please visit University website: www.rgu.ac.in or contact University office (Phone 0360 - 2277253/2277569) during office hours or email at registrar@rgu.ac.in

The last date for receipt of an application is 26th August '2019.


Registrar i/c

**AN APPLICATION FORM FOR THE POST OF REGISTRAR, FINANCE OFFICER,
CONTROLLER OF EXAMINATIONS, INTERNAL AUDIT OFFICER, ASSISTANT
ENGINEER (ELECTRICAL) AND UPPER DIVISION CLERK**

(Please type or write in black ink)

1.	Application No. (for office use)	
2.	Advertisement No. & date	
3.	Application for the post of	
3.	NAME IN FULL (in block letters) Mr./Mrs./Miss/..... <div style="text-align: right;">SURNAME</div>	
4.	Father's Name	
5.	Mother's Name	
6.	Telephone/ Mobile Number	
7.	Nationality	
8.	Email ID	
9.	Date of Birth & Age as on	
10.	Mailing address with PIN code	Vill./Town..... P.O/P.S..... Dist..... State..... Pin code No.....
11	Permanent address with PIN code	Vill./Town.....

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					P.O/P.S..... Dist..... State..... Pin code No.....		
12.	Place of birth						
13.	Academic Qualifications (Please attach attested copies of certificates)						
	Degree/Examination	University/Institution	Year	Discipline	Division/ Class	% of Marks	Rank in Board/Un iversity
i.							
ii.							
iii.							
iv.							
14.	Whether belongs to (attach attested copy of certificate) : a. Scheduled Caste b. Scheduled Tribe c. Other Backward Class d. Persons with Disabilities				(X) Cross which is not applicable Yes / No Yes / No Yes / No Yes / No		
15.	Working experience if any,						
	Sl.No.	Post held	Employer	Last pay drawn (as per 7 th CPC)	Nature of assignment	Period with dates	
						From	To
i.							
ii.							
iii.							
16.	Technical or any other qualifications possess, (if any)						
17.	Particulars of Demand Draft				(i) No. & Date..... (ii) Amount.....		
18.	Anything else not covered above, please attach additional sheet if the space is not sufficient.						

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19.	i. ii. iii. iv. v.	<p style="text-align: center;">LIST OF ENCLOSURES</p>
20.	<p>I hereby declare that the entries in this form are correct and true to the best of my knowledge and belief. If at any time, I am found to have concealed/suppressed any materials/information or given any false details, my candidature shall be liable to be summarily rejected without notice or compensation.</p> <p>Date :</p> <p>Place : Signature of the applicant</p>	



21.

(APPLICABLE IN CASE OF IN SERVICE CANDIDATES APPLYING FOR THE POST OF REGISTRAR, FINANCE OFFICER, CONTROLLER OF EXAMINATIONS AND INTERNAL AUDIT OFFICER, ASSISTANT ENGINEER (ELECTRICAL) AND UPPER DIVISION CLERK

To be filled in by the forwarding authority:

Dated

.....

Forwarded to the REGISTRAR, RAJIV GANDHI UNIVERSITY, RONO HILLS,
DOIMUKH – 791112, ARUNACHAL PRADESH

The applicant has been working in this office/organization as
..... since in the pay level of Rs..... and is
still in service. We have no objection to his candidature being considered for the post he/she
is applying.

Signature :

Date :

Name :

Place :

Designation :

After downloading the forms, complete filled-in application with supporting documents
should be mailed or submitted to: THE REGISTRAR, RAJIV GANDHI UNIVERSITY,
RONO HILLS, DOIMUKH – 791112, ARUNACHAL PRADESH latest by 26th August,
2019.



**INTEGRITY CERTIFICATE, VIGILANCE CLEARANCE AND NO PENALTY
REQUIRED TO BE SENT SEPARATELY**

(Need to be typed neatly and cleanly in the letter head of the Departments/Institutions)

1. INTEGRITY CERTIFICATE

After scrutinizing Annual Performance Appraisal Report/ACR of Mr./Mrs....., presently working as..... and who has applied for the post of in the Rajiv Gandhi University, A Central University, Rono Hills, Doimukh under the Ministry of Human Resource Development, New Delhi on standard terms of deputation, it is to certify that his integrity is beyond doubt.

Authorized signatory

Name :

Designation :

Office Seal, Date.

2. VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case of disciplinary proceedings or criminal proceedings are either pending or contemplated against Mr/Mrs....., presently working as..... and who has applied for the post of in the Rajiv Gandhi University, A Central University, Rono Hills, Doimukh under the Ministry of Human Resource Development, New Delhi on standard terms of deputation basis.

Authorized signatory

Name :

Designation :

Office Seal



3. NO PENALTY CERTIFICATE

Certified that during the last 5 (five) years no minor / major penalty has been imposed on Mr./ Mrs..... presently working as.....and who has applied for the post of in the Rajiv Gandhi University, Rono Hills, Doimukh under the Ministry of Human Resource Development, New Delhi on standard terms of deputation.

Authorized signatory

Name :

Designation :

Office Seal

