



**RAJIV GANDHI UNIVERSITY**  
(A Central University)  
Rono Hills, Doimukh – 791112  
Arunachal Pradesh

No. EG-273/2007/CDE

Dated the 18<sup>th</sup> August 2022

**WALK-IN-INTERVIEW**

The Rajiv Gandhi University invites eligible candidates for engagement to the post of Front Desk Assistant purely on contractual basis. For details candidates may visit university website [www.rgu.ac.in](http://www.rgu.ac.in)


Sd/-  
Registrar

Memo No. EG-273/2007/CDE / 435

Dated the 18<sup>th</sup> August 2022

Copy to :

1. PS to the Vice-Chancellor for information.
2. PS to the Registrar for information.
3. The Assistant Registrar (Bill & DDO) for information.
- ✓ 4. The System Analyst, Computer Centre for information and with a request to host the advertisement in the University website.
5. The Advertisement Manager, Arunachal Times, Bank Tinali, Itanagar with a request to publish the advertisement in their esteemed daily in one single issue and submit the bill in duplicate for payment from this end please.
6. All the Notice Board.
7. Order book.
8. Office copy.

  
18/8/2022  
Registrar



**RAJIV GANDHI UNIVERSITY**  
(A Central University)  
Rono Hills, Dolmukh – 791112  
Arunachal Pradesh

No. EG-273/2007/CDE

Dated the 4<sup>th</sup> August'2022

**ADVERTISEMENT**

The Rajiv Gandhi University is going to engage 1 (one) Front Desk Assistant on requirement basis. The engagement shall be initially for a period of 6 (six) months however, extendable on requirement and on assessment of performance. Other details are given below :

Sl No.	Name of the post	No. of post	Consolidated remuneration	Age	Educational & other qualifications
1.	Front Desk Assistant	1 (one)	15,998/-	18-28 years (relaxation to (SC/ST/OBC) as per GoI rule	Essential Qualifications: (1) Graduate in any discipline or equivalent from a recognized Board or University. (2) Having completed 6 (six) months computer course. Preferable : Preference shall be given to the candidate having experience in handling Front Desk.

Candidates applying for Front Desk Assistant shall have to appear in the proficiency test in Computer and interview on 01/09/2022 from 10.30 am onwards at Computer Browsing Centre adjacent to the Department of Mass Communication, RGU or venue as fixed by the University.

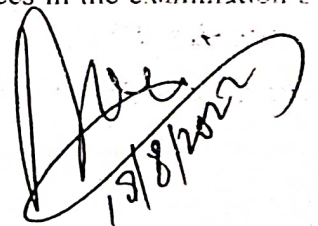
The results of the selected candidates for appointment shall be displayed in the University website ([www.rgu.ac.in](http://www.rgu.ac.in)) and University Notice Board.

Sd/-  
Registrar

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**Important Note :**

- a. The candidates are to download an application form the University website *www.rgu.ac.in*).
- b. The candidates are require to filled-up application form which shall be issued to in neat & clean handwriting during the day of interview enclosing one photocopy of self-attested educational certificates, birth certificate, Aadhaar card, caste certificate, covid-19, 2<sup>nd</sup> dose vaccination certificate.
- c. 2 (two) copies of recent passport size photographs need to be submitted of which one copy should be pasted in the right corner at the top of the application form.
- d. The candidates must have to enclosed Demand Draft amounting to Rs.200/- (rupees two hundred) only being an application fee in favour of the Registrar, Rajiv Gandhi University payable at Bank of Baroda, A.U. Branch. An application without application fee shall be summarily rejected.
- e. Candidates must register themselves for allotment of roll number in between 9.30 a.m to 10.30 a.m. during the day of interview. After 10.30 a.m. onwards no registration shall be done in any case.
- f. The date for determining age shall be the date of interview.
- g. Canvassing in favour of candidature both direct and indirect is strictly prohibited. Violation of the code of conduct will be treated as misconduct and will be brought to the notice of Selection Committee. The University reserve the right to cancel candidature of such candidates at any point of time if found in canvassing in any form.
- h. Incomplete application (s) form shall be summarily rejected.
- i. Computer course certificate must have specific tenures of course i.e., 6 (six) months. Certificate without specific tenures of the course shall not be entertained in any case.
- j. The University reserves the right to fill or not to fill any of the posts advertised.
- k. The candidates shall not be allowed to carry any type of electronic devices in the examination's hall.



Registrar

Roll No.

RAJIV GANDHI UNIVERSITY  
RONO HILLS: DOIMUKH-791112  
ARUNACHAL PRADESH

Recent  
passport size  
photograph

APPLICATION FORM FOR FRONT DESK ASSISTANT

1.	Application for the post of	:	
2.	Name of the Applicant (IN BLOCK LETTERS)	:	
3.	Father's name	:	
4.	Present post held and date of joining	:	
5.	Telephone/Mobile number	:	
6.	i. Date of Birth ii. Age as on 01/09/2022	:DoB : _____ _____ Years, _____ Months, _____ Days	
7.	Present address for correspondence	:	
8.	Permanent Home address	:	
10.	Whether belong to: (Please attach self-attested copy of Certificate)	SC/ST/OBC/General	
11.	Educational Qualifications	:	
12.	Technical Qualification or other qualification (if any)	:	
13.	Work Experience in the field, if any	:	
14.	Details of enclosures sent with the application	:	

I certify that the above information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which may impair my fitness for employment in Rajiv Gandhi University, Rono Hills: Doimukh, Arunachal Pradesh.

Date:

Signature of the Applicant  
Name :