



राजीव गाँधी विश्वविद्यालय
RAJIV GANDHI UNIVERSITY

(भारत के संसद के अधिनियम द्वारा वर्ष 2007 में स्थापित)
(A CENTRAL UNIVERSITY ESTABLISHED IN 2007 AN ACT OF PARLIAMENT OF INDIA)

राना हिल्स, दोइमुख (इटानगर)
Rono Hills, Doimukh (Itanagar)
दोइमुख - ७९१११२,
Doimukh - 791112,
अरुणाचल प्रदेश
Arunachal Pradesh
दूरभाष/Ph.: 0360-2277253,
फैक्स/Fax: 0360-2277889
ई-मेल/E-mail: registrar@rgu.ac.in
वेबसाइट/Website: rgu.ac.in

No. EG-433/2013/ACS/Vol-II /Pt.

Dated the 23rd August'2023.

ADVERTISEMENT

The Rajiv Gandhi University is going to engage 2 (two) Data Entry Operator purely on contractual and 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	No. & name of the posts	Monthly remuneration	Educational qualifications
1.	Data Entry Operator (2 posts)	15,998/-	Graduate or equivalent degree from any recognized Universities.

Note: 1. Candidates should not be less than 18 years and more than 33 years of age.
2. Age relaxation shall be given to SC/ST/OBC candidates as per the Government of India rules.

1. The list of eligible candidates shall be displayed in the University website www.rgu.ac.in
2. The candidates applying for the posts for the post of Data Entry Operator shall have to first appear in the proficiency test in Tally, Microsoft Excel, Microsoft words on computer of 100 marks. Those candidates who secures 40 marks in proficiency test shall be called for written test.
3. The name of shortlisted candidates shall be displayed in the University website.
4. The written examinations shall carry 100 marks, questions consisting of English & Grammar (descriptive) – 50 marks, Numerical mathematics – 25 marks, General knowledge & reasoning – 25 marks.
5. The results of the selected candidates for appointment shall be displayed in the University website (www.rgu.ac.in) and University notice board.
6. The date for displaying eligible candidates and for proficiency test and written examination shall be as under :

Sl.No	Particulars	Date
1	Displaying of list of candidates for appearing proficiency test	22 nd September'2023
2.	Proficiency test	26 th September'2023
3.	Displaying of short-listed candidates for appearing proficiency test	29 th September'2023
4.	Written Examinations	1 st October'2023

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Important Note :

- i. The candidates are to download an application form, from the University website www.rgu.ac.in and duly filled-up application form super scribing the name of the post applied in the top of the envelopes should be reached to the Registrar, Rajiv Gandhi University, Rono Hills, Doimukh-791112 on or before 15th September' 2023, till 4:30 pm. The application reached after due date shall be summarily rejected.
- ii. Documents need to be enclosed with the form are one photocopy of self-attested educational certificates from class X onwards, Aadhaar card, caste certificate, 6 (six) months DCA course, 6 (six) months Tally course and 3 (three) months typing speed (35 w.p.m) completion certificate.
- iii. 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.
- iv. The candidates must have to enclose Demand Draft amounting to Rs.200/- (rupees two hundred) only being application fee in favour of "**the Registrar, Rajiv Gandhi University payable at Bank of Baroda, A.U. Branch**". However, an application fee paid through challan available in the Finance Branch of Rajiv Gandhi University shall also be accepted. Application received without application fee shall be summarily rejected.
- v. The date for determining age shall be the last date of receipt of an applications.
- vi. 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.
- vii. Incomplete application (s) form shall be summarily rejected.
- viii. Training certificate must have specific tenures of course. Certificate without specific tenures of the course shall not be entertained in any case.
- ix. The University reserves the right to fill or not to fill any of the posts advertised.
- x. The candidates shall not be allowed to carry any type of electronic devices in the examination's hall.
- xi. The last date for receipt of an application is 15th September'2023 upto 4.30 p.m.

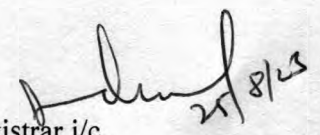
Sd/-
Registrar i/c

Memo No. EG-433/2013/ACS/Vol-II /Pt.

Dated the 25th th August'2023

Copy to :

1. The PS to Vice-Chancellor for information.
2. The PS to Registrar for information.
3. The Nodal Officer, ABC & NAD Cell for information.
4. The System Analyst, Computer Centre for information with a request to host the advertisement in the University website.
5. The Assistant Registrar (Bill & DDO) for information.
6. All Notice Board.
7. Office copy.


Registrar i/c

RAJIV GANDHI UNIVERSITY

RONO HILLS: DOIMUKH-791112

ARUNACHAL PRADESH

Recent passport
size photograph

Roll No. /DEO/2023

APPLICATION FORM FOR THE POST OF DATA ENTRY OPERATOR (CONTRACT)

1.	Application for the post of	:
2.	Name of the Applicant (IN BLOCK LETTERS)	:
3.	Father's name	:
4.	Mother's name	:
5.	Aadhar Number	:
6.	PAN Numer	:
7.	Telephone/Mobile number	:
8.	Educational Qualifications	:
9.	i. Date of Birth ii. Age as on 15/09/2023	:DoB : _____ ____ Years, _____ Months, _____ Days
10.	Permanent Home address	:
11.	Present address for correspondence	:
12.	Whether belong to: (Please attach self attested copy of caste certificate)	SC/ST/OBC/General
13.	Work Experience in the field, if any	:
14.	Technical Qualification or other qualification (if any)	:
15.	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 :


25/8/23