RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH

No.EG-433/2023/ACS   Dated the 24th January, 2024.

ADVERTISEMENT

The Rajiv Gandhi University is going to engage 3(Three) numbers Data Entry Operator purely on contractual and requirement basis. The engagement shall be initially for a period of 06 (Six) months, however extendable on requirement and on assessment of performance. Other details are given below:

Sl. No.	Name of Post	Number of Posts	Monthly remuneration	Educational qualifications
1.	Date Entry Operator	03	₹ 15998/- Per Month	Graduate from any recognized University.
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 Govt. of India rules.				

1. The list of eligible candidates shall be displayed in the University website **www.rgu.ac.in** and in University Notice Board.
2. No calling letter/admit card will be issued separately.
3. The candidates applying for the post of Data Entry Operator shall have to first appear in the proficiency test in Tally, Microsoft Excel works on computer of 100 marks. Those candidates who secure 40 marks in proficiency test shall be called for written test.
4. The shortlisted candidates shall be displayed in the University website.
5. The written examinations shall carry 100 marks, questions consisting of English & Grammar (Descriptive) – 50 marks, Numerical Mathematics – 25 marks, General knowledge & reasoning – 25 marks.
6. The results of the selected candidates for appointment shall be displayed in the University website and University Notice Board.

Important Note :

i. Application should be submitted through online mode only by visiting the Rajiv Gandhi University Recruitment portal (Non-Teaching) at **https://rgunt.samarth.edu.in**.

ii. Documents need to be uploaded with the form are one photocopy of self-attested educational certificates from Class-X onwards, Aadhaar card, Caste Certificate, 06 (Six) months DCA course, 06 (Six) months Tally course and 03 (Three) months typing speed (35 w.p.m.) completion certificate.

iii. Non-Refundable application fee for an amount of ₹ 200/- will have to be paid through online mode only. The application fee is to be paid through the payment gateway provided by the University by online Internet Banking/Debit Card/Credit Card/UPI etc.

iv. Application are to submit one set of Hard Copies of online application form, payment receipt along with all self-attested testimonials and all supporting documents should reach (**BY HAND**) to "**The Registrar, Rajiv Gandhi University, Rono Hills, Doimukh, Arunachal Pradesh – 791112**" in sealed envelope on or before the due date. The envelope containing the application form and the supporting documents should be super-scribed "**Application for the post of D.E.O. , Advt. No. EG-433/2023/ACS**"

v. The date for determining age shall be the last date of receipt of an applications.

vi. Incomplete application (s) form shall be summarily rejected.

vii. Training certificate must have specific tenures of course. Certificate without specific tenures of the course shall not be entertained in any case.

viii. The University reserves the right to fill or not to fill any of the posts advertised.

ix. The candidates shall not be allowed to carry any type of electronic devices in the examination hall.

x. **Important Dates :**

Date of Advertisement	24-01-2024
Start Date of Registration on RGU Recruitment Portal (NT)	25-01-2024
Start Date of submission of Online Application Form	25-01-2024
Last Date for submission of online Application form, Application Fee Payment	02-02-2024 up to 5.00pm
Hard copies of Application form along with all supporting documents may be sent on or before **(BY HAND ONLY)**	03-02-2024 up to 4.30 pm

Sd/-
Registrar

Memo No.EG-433/2023/ACS

Dated the 24th January, 2024.

Copy to:-
1. PS to Vice-Chancellor for information.
2. PS to Registrar for information.
3. The Jt. Director, Computer Centre for information with a request to upload the advertisement in Samarth portal.
4. The Assistant Registrar (Bill/DDO) for information.
5. All Notice Board.
6. Guard File.
7. Office Copy.

Registrar