RAJIV GANDHI UNIVERSITY
RONO HILLS: ITANAGAR

No.EG-433/2023/ACS

Dated the 15th July'2024

ADVERTISEMENT

The Rajiv Gandhi University is going to engage 13 (Thirteen) 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	Data Entry Operator	13	₹ 18,834/- Per Month	Graduate from any recognized University

Notre: 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 Notice Board.

Important Note:

i. The candidates are to download an application form, form 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 envelop should be reached to the Registrar, Rajiv Gandhi Univeristy, Rono Hills, Doimukh- 791112 on or before 30-07-2024 till 5.00 pm.

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 Bank Challan (Bank of Baroda, Arunachal University Branch, Doimukh) to A/c. No.83420100000307 (RGU Revenue Account).

iv.   The date for determining are shall be the last date of receipt of an applications.

v.   Incomplete applications(s) form shall be summarily rejected.

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

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

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

ix.   **Important Dates :**

Date of Advertisement	18-07-2024
Last Date for submission of Application form, Application Fee Payment	30-07-2024 up to 5.00 pm
Date of Written Test/Skill Test (Tentatively)	10-08-2024

Sd/-
Registrar

Memo No. EG-433/2023/ACS/468   Dated the 19th July'2024

Copy to:

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

Registrar

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AN APPLICATION FOR THE POST OF DATA ENTRY OPERATOR ON CONTRACTUAL BASIS

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.	Date of Birth as on 01/07/2024	:DoB : Years Months Days
7.	Present address for correspondence (with email Id.)	:
8.	Permanent Home address	:
10.	Whether belong to: (Please attach self attested copy of Certificate)	SC/ST/OBC/General
11.	Work Experience in the field, if any	:
12.	Technical Qualification or other qualification (if any)	:
13.	Details of enclosures sent with the application	:

I solemnly declare that above entries in the application are true and correct to the best of my knowledge and if found false my candidature/service may be rejected at any time.

Date:

Signature of the Applicant
Name :