



RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH

File No.EG-304/DPC/2024

Dated the 24 June, 2024

NOTIFICATION

Sub: Conduct of Limited Departmental Competitive Examinations for promotion to the post (s) of Assistant Registrar (Level-10) and Laboratory Assistant (Level-4)

1. In order to consider the suitability of employees in feeder grade for award of promotion and to fill vacancies (consequential) under selection (Merit cum Fitness) method, a Limited Departmental Competitive Examination/Skill Test will be held for the following cadres:

Table: I

Sl. No.	Name of the Post	No. of Vacancy
1.	Assistant Registrar	1-UR
2.	Laboratory Assistant	1-UR 1-ST

2. The eligibility criteria and tentative syllabus for the Examination for respective cadres are made available below at Annexure-I. The date of Written and Skill Test is tentatively scheduled on 3rd week of July '2024. Any changes in date and venue shall be notified on time.
3. A list of eligible employees based on the qualifications and experience as per the Cadre Recruitment Rules recommended by the Screening Committee is attached at Annexure-II & III for information.
4. University reserves the right to change the scheduled as per the requirements.

This issues with the approval of the Vice-Chancellor.


Sd/-
Registrar

File No.EG-304/DPC/2024

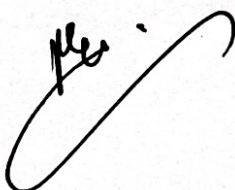
Copy to :

Dated the 5th July, 2024

1. PS to Vice-Chancellor for necessary information please.
2. PA to Registrar for information
3. PS to Finance Officer for information.
4. PA to CoE for information.
5. Deputy Registrar (Estt.) for information.
6. All concerned for information.
7. Office Copy


Registrar

Sl. No.	Name of the Post & Pay Level	Eligibility criteria as per the existing promotion policy (CRR)	Tentative Syllabus
1.	Assistant Registrar Pay Level-10	50% by Promotion from among the Section Officers & Private Secretaries in Pay Level-7 with at least five (05) years of regular service.	<p>The written test will be on the University Act and Statutes, ordinances, Service Rules, Academic Administration, Finance Rules & Regulations, Basic Knowledge of Constitution, Noting & Drafting and Essay/Precise writing and various Government. policies and instructions.</p> <p>Working knowledge of operation of various packages of MS-Office.</p> <p>Objective: To test the knowledge level and drafting ability of an officer who is expected to head a branch/division independently, having acquired adequate experiences over the years of working in an administration.</p>
2.	Laboratory Assistant Pay Level-4	25% by Promotion on the basis of selection method (Limited Departmental Competitive Examination from amongst the eligible Laboratory Attendant with at least eight (08) years of regular service in the grade.	<p>Basic Noting & Drafting, Contemporary knowledge of Science at Intermediate (+2) level or Arts for Lab Attendants in Arts Departments and other relevant fields at the discretion of the University.</p> <p>Relevant techniques and skills of conduct of experiments, usage of tools or slat or combination of reagents as the case may be for conduct of experimental laboratory; safety measures to be followed in labs.</p> <p>Working knowledge of operation of various packages of MS-Office.</p> <p><i>N: B:: A minimum of 40% score in the written is necessary to be considered for DPCs.</i></p>



**RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH**

LIST OF ELIGIBLE CANDIDATES FOR DPCs THROUGH LIMITED DEPARTMENTAL COMPETITIVE EXAMINATIONS-2024 FOR ONE (01) POST OF ASSISTANT REGISTRAR (Roster Point: 1/06)

Sl. No.	Name of Officer (s)	Designation	Educational qualification	Date of entry in service	Date of appointment to the present post
1.	Mr. Munnalal Sharma	Section Officer	B.A.	18.05.1989	10.08.2000
2.	Mr. Nich Bapu	Section Officer	B.A./BP.Ed.	23.01.1996	20.10.2005
3.	Mr. Pradeep Kr. S.D.	Private Secretary	B.A.	09.03.1992	31.10.2005
4.	Mr. S.K. Sur	Section Officer	B.Com.	05.12.1990	22.08.2008
5.	Mr. Alip Roy	Section Officer	B.A.	27.05.1988	01.09.2014
6.	Mr. Gautam Bhattacharjee	Private Secretary	B.A.	22.07.1992	14.02.2017
7.	Mrs. Tutumoni Baruah (Deb)	Section Officer	B.A.	29.08.1988	14.02.2017

(In order of appointment to the present post)



**RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH**

**LIST OF ELIGIBLE CANDIDATES FOR DPCs THROUGH LIMITED DEPARTMENTAL
COMPETITIVE EXAMINATIONS FOR 2(TWO) POSTS OF LABORATORY ASSISTANT (Roster
Point: 1/02 and 1/03)**

Sl. No.	Name of official	Educational qualification	Date of entry in service	Date of appointment to the present post
1.	Mr. Amit Kr. Bhattacharjee	B.Sc.	31/03/2012	31/03/2012
2.	Mr. Tana John Tara	M.Sc.	31/03/2012	31/03/2012
3.	Mr. Techu Seem	B.A.	31/03/2012	31/03/2012
4.	Mr. Narang Ekha	B.Com.	02/07/2012	02/07/2012

(Date of Eligibility: As on 30.06.2024)

mes