



## RAJIV GANDHI UNIVERSITY

(A Central University established in 2007 by an Act of Parliament)

P.O.RGU, Rono Hills, Doimukh, -791112, Arunachal Pradesh, India.

Website: <https://rgu.ac.in>; Email: [ntrecruitments2024@rgu.ac.in](mailto:ntrecruitments2024@rgu.ac.in)

### Employment Notification No. Estt-188 /2024-02 dated 20/08/2024

The Rajiv Gandhi University ('A' Graded Central University), established in 2007 by an Act of Parliament, under University Grants Commission (UGC), Ministry of Education, Government of India, invites online applications from eligible Indian Citizens for appointment to following B & C posts on **Direct Recruitment**.

#### 2. IMPORTANT DATES TO BE NOTED BY THE APPLICANTS

Sl. No.	Details	Remarks
1.	Release of Advertisement Notification No. Estt-188/2024-03 dated 8/07/2024 and activation of link through on the website of the University	22.08.2024
2.	Activation of online link for submission of application	23.08.2024
3.	Last date for submission of online applications and payment of fee through the above portal	06.09.2024
4.	Last date of submission of hard copy through speed post and grievances	10.9.2024
5.	University website link for the Notification & Corrigendum/Addendum	<a href="https://rgu.ac.in/recruitments">https://rgu.ac.in/recruitments</a>
6.	Link for submitting online application	<a href="https://rgunt.samarth.edu.in/">https://rgunt.samarth.edu.in/</a>

#### 3. THE DETAILS OF THE POST(S) ARE AS FOLLOWS:

Sl. No.	Post Code	Name of the Post	Pay Level	No. of Posts	Max. Age Limit
1.	71001	Stenographer-II	Level 6	1-UR	35
2.	71002	Assistant	Level 6	1-UR	35
3.	71003	Senior Technical Assistant (Geography)	Level 6	1-UR	40
4.	71004	Lower Division Clerk	Level 2	1-UR 2-ST 1- PWD	32
5.	71005	Driver	Level 2	UR-1 ST-1	32

#### 4. Abbreviations:

UR-Unreserved ; SC- Scheduled Caste ; ST – Scheduled Tribe; OBC- Other Backward Class (Non-Creamy Layer); EWS- Economically Weaker Section ; PwBD (Persons with Benchmark Disabilities).

#### 5. THE DETAILS OF THE ESSENTIAL ELIGIBILITY VIZ. QUALIFICATIONS AND EXPERIENCE ARE AS FOLLOWS:

##### (i) STENOGRAPHER II

- A Bachelors Degree in any discipline from any recognized Institute/University.

- ii. Proficiency in Typing in English or Hindi with minimum speed of 35/30 wpm respectively.
- iii. Knowledge of Computer Applications.
- iv. Two years experience as Stenographer or equivalent in Central/State Govt. organizations/University/Research institution or central/State Autonomous Institutions/reputed private institutions having a turn over 200 crores and above.  
Desirable: Proficiency in English and good communication skills.

(ii) **ASSISTANT**

- i. Bachelors Degree from a recognized University/Institution.
- ii. Three years of experiences as UDC or equivalent in the Level 4 in Central/State Government/University/PSU and other central /State Autonomous Bodies or equivalent pay package in the reputed private Companies/corporate banks with a minimum annual turnover of at least Rs. 200/- crores or more.
- iii. Proficiency in Typing, Computer applications, noting and drafting.

(iii) **SENIOR TECHNICAL ASSISTANT (Geography)  
(Rationalized from Cartographer)**

- i. MA/M.Sc. in Geography with minimum 55% marks from a recognized University.  
Desirable:
- i. Three years of experiences in computer aided cartography and knowledge of mapping with Digital Photographs and GIS.

(iv) **LOWER DIVISION CLERK (LDC)**

- i. A Bachelors Degree from any recognized Institute/University.
- ii. English Typing @35 wpm or Hindi Typing @30 wpm (35wpm and 30 wpm corresponds to 10500KDPH/9000KDPH on an average of 5 Key depressions for each work)
- iii. Proficiency in Computer Operations.

(v) **DRIVER**

- i. 10<sup>th</sup> pass from any recognized Board
- ii. Possession of a valid commercial Driving License for light/Medium/Heavy vehicles issued by the Competent Authority having no adverse endorsement.
- iii. Knowledge of motor mechanism (the candidates should be able to remove minor defects in vehicles).
- iv. Experience of driving motor vehicles for at least 05 years in an organization.

**6 Payment of Fee:**

Category	Fee
UR/EWS/OBC	Rs. 700
SC/ST	Rs. 300
PwBD/Women	Nil

**7 Instructions to the candidates for filling out the online Application form**

- i. The candidates are requested to go through the Employment Notification placed on the University Website <https://www.rgu.ac.in> and read the instructions carefully to comply with them, before filling in the details in the portal.
- ii. The candidate has to click on the url provided and complete the registration process first. They must confirm the registration via a valid mobile number and email.
- iii. The candidate may login into the online application portal using the credentials and fill in all the information viz., educational qualifications & experience, caste certificate, PwBD certificate, etc., claimed in the online application.

- iv. Candidates have to paste scanned photo, signature, and all documents in support of qualifications & experience, caste certificate, PwBD certificate, etc., claimed in the online application.
- v. The photograph must be recent passport colour photograph and clearly visible.
- vi. The size of the files should be between 100kb-500kb (JPEG/PDF).

**8 Instructions for Candidates applying for reserved Posts ( SC/ST/OBC/PwBD/EWS as the case may be)**

Candidates belonging to reserved category must submit a valid certificate in the format prescribed by the Government of India and issued by the Competent Authority.

**9 Age Relaxations**

Sl. No.	Category of Persons	Extent of Age Relaxations
1.	SC/ST	5 Years (For SC/ST Positions only)
2.	OBC	3 Years (For OBC Positions only)
3.	Persons with Benchmark Disabilities (PwBD)	NA
4.	Outsource/Contract/Contingency Staffs deployed in the University	The Competent Authority, at the discretion may grant relaxation to the extent of their services in the University.

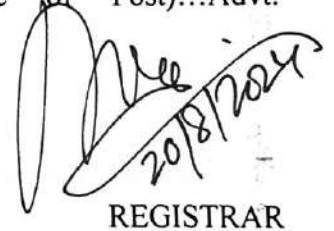
**10 GENERAL INSTRUCTIONS**

- (i) **Early Submission:** The candidates are advised to submit their online application well in advance without waiting till the last date of application, to avoid technical issues or any unforeseen circumstances toward the last date for submission.
- (ii) **Qualification and Experience:** Prescribed qualification as per the Cadre Recruitment rules and experiences are the minimum requirements. However, mere possession of qualifications/experience, etc. does not guarantees screening/short listing for the written/Trade Test/Interview (wherever applicable). The University reserves the right to limit the number of candidates admitted for interviews/tests based on qualifications and /or experience higher than the minimum required.
- (iii) The University will not undertake detailed scrutiny of applications to ascertain the eligibility and other aspects at the time of written examination. The candidate thus will be accepted only provisionally subject to final scrutiny. Applications of only those candidates who qualified in the written tests will be taken up for final scrutiny.
- (iv) Once the online application is submitted, there is no provision for editing the application. Therefore, the candidates must exercise due diligence at the time of filling their online application forms and before submitting them.
- (v) Once one online application is allowed to be submitted by a candidate for one post. In case, more than one application of a candidate with different registration for the same post is detected, all the applications will be rejected and his candidature for the examination will be cancelled.
- (vi) There is no age bar for departmental candidates of the University.
- (vii) **Crucial Date for Eligibility:** Eligibility will be determined based on qualifications/experience acquired by candidates until the last date for receipt of applications.
- (viii) **Unspecified Matters:** Any matters not specifically addressed in these instructions will be decided by the University, and its decision shall be final and binding on the candidates.
- (ix) **Communication:** All correspondence, including the issue of call letters for written Tests/Skill Tests/Interviews (wherever applicable), will be sent through email only and placed on the University Website. Candidates must regularly check the University website



- for any updates from the University.
- (x) **Corrigendum or Addendum to the Notification:** The University reserves the right to issue any corrigendum or addendum or any updates to this notification which will be published on the University website <https://rgu.ac.in/recruitments>. All applicants are advised to visit the University website from time to time.
- (xi) Application (s) of in-service candidates must be routed through proper channel or should submit a "No Objection Certificate" from their employer along with the application, failing which their application will not be considered further. In service candidates have to submit Certificate of Integrity, Vigilance Clearance certificate and No penalty certificate duly signed by the Competent Authority along with the application from as per the prescribed format given in Annexure-I of this advertisement.
- (xii) **Canvassing:** Canvassing in any form will be treated as a disqualification.
- (xiii) **Dispute Resolution:** All disputes are subject to Guwahati High Court, Naharlagun bench.
- (xiv) **Syllabus for written/Skill Test:** The syllabus for the written /skill test will be notified separately on the University Website.
- (xv) **Verification of Documents:** The University shall verify the antecedents of the applicant, or the documents submitted by him /her at any time i.e at the time of appointment or anytime during service. In case if, it is found that the documents /information/information submitted by the candidates are/is fake or if the candidate has criminal/ clandestine antecedents/background and has suppressed the said information, his/her services shall be terminated without prejudice to any other action initiated by the University forth with anytime during the service.
- (xvi) **Right to not fill posts and changes in the number of vacancies:** The University reserves the right not to fill any post or cancel the notification /recruitment process at any stage without assigning any reasons.  
In case of any inadvertent errors in the process of selection, which may be detected at any stage even after the issue of the appointment order, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
- (xvii) Anything which is not mentioned herein shall be governed by relevant rules of the University and Govt. of India wherever applicable.
- (xviii) Applicant is required to submit one set of Hard Copies of online application form, payment receipt along with all self attested testimonials, certificate/educational qualifications and all supporting documents should reach through SPEED POST to "The Registrar, Rajiv Gandhi University, Rono Hills, Doimukh, Arunachal Pradesh-791112" in sealed envelope on or before the due date. All documents should clearly/legibly printed on A4 size paper and super scribed "Application for the post.....(Name of Post)...Advt. No....."

Date: 20.08.2024  
RGU, Doimukh

  
20/8/2024  
REGISTRAR

Copy to:

1. PS to Vice-Chancellor for information.
2. Joint Director, Computer Centre for upload on the University website and Samarth ERP.
3. Deputy Registrar, Establishment for information and necessary action for wider circulation through daily newspaper.

**THE IN-SERVICE CANDIDATES HAVE TO SUBMIT CERTIFICATE OF INTEGRITY, VIGILANCE CLEARANCE AND NO PENALTY SEPARATELY ALONG WITH THE APPLICATION.**

**(Need to be typed neatly and clearly in the letter head of the Departments/Institutions) INTEGRITY CERTIFICATE**

After scrutinizing Annual Performance Appraisal Report/ACR of Mr./Mrs....., presently working as..... and who has applied for the post of ..... in the Rajiv Gandhi University, A Central University, Rono Hills, Doimukh under the Ministry of Education, New Delhi on standard terms of deputation, it is to certify that his integrity is beyond doubt.

Authorized signatory Name:  
Designation:  
Office Seal, Date.

**VIGILANCE CLEARANCE CERTIFICATE**

Certified that no vigilance case of disciplinary proceedings or criminal proceedings are either pending or contemplated against Mr./Mrs....., presently working as ..... and who has applied for the post of ..... in the in the Rajiv Gandhi University, A Central University, Rono

Hills, Doimukh under the Ministry of Education, New Delhi on standard terms of deputation basis.

Authorized signatory Name:  
Designation:  
Office Seal

**NO PENALTY CERTIFICATE**

Certified that during the last 5 (five) years no minor / major penalty has been imposed on Mr./ Mrs..... presently working as..... and who has applied for the post of ..... in the Rajiv Gandhi University, Rono Hills, Doimukh under the Ministry of Education, New Delhi.

Authorized signatory Name:  
Designation:  
Office Seal