

No. Estt-640/CYDLS/2024
RAJIV GANDHI UNIVERSITY
ITANAGAR, ARUNACHAL
PRADESH

Rono Hills, Doimukh – 791112

Dated: 3rd Sept '2024.

OFFICE MEMORANDUM

Subject: -Filling up the 01 post of Deputy Registrar on deputation basis- regarding.

The undersigned is directed to say that University desires to fill up a post of Deputy Registrar, Group 'A', (Non-ministerial) in the Pay Matrix Level- 12 as per 7th CPC recommendation (Pre-revised pay scale of PB-3 + G.P. Rs.7600)) for Institute of Innovation and Youth Development under administration by transfer on deputation basis. The terms and conditions for the appointment to the post of Deputy Registrar are mentioned in **Annexure I**.

2. The period of deputation will be initially for a period of three year which may be extended at the discretion of the appointing authority. However, the period of deputation including period of deputation, in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/ Department of the Central Government, shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation is 50 years, as on closing date of receipt of applications. The pay of the officer appointed on deputation basis shall be governed in accordance with the provisions contained in DoPT's O.M. No. 6/ 8/2009-Estt.(Pay-II) dated 17.06.2010 and OM No.2/ 6/ 2016-Estt.(Pay-II) dated 17.02.2016, as amended from time to time.

Educational and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none">Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in UGC seven-point scale.Nine years' of experience as Assistant Professor in AGP of Rs. 6000 and above with experience in educational administration, <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p style="text-align: center;">OR</p> <p>Five years' of administrative experience as Assistant Registrar or in an equivalent post.</p> <p>Desirable :</p> <ol style="list-style-type: none">Experience of working in Higher Educational administration and in a computerized environment.Experience of handling Government policy and proposal.
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3. All Controlling Heads are requested to circulate the vacancy and forward the application, complete in all respects, of the officers who fulfill the eligibility criteria and can be spared immediately in the event of their selection to the Deputy Registrar (Establishment), Administrative Block, Rajiv Gandhi University, Rono Hills, Doimukh— 791112 in the prescribed proforma as at **Annexure-II**, in duplicate along with their up-to-date ACRs / APARs for the last 5 years within a period of 12 days from the date of publication of this advertisement in the Website. While forwarding the applications, the Departments are requested to verify the entries made by the candidates in his/her bio-data, furnish an integrity certificate duly signed by an Officer not below the rank of Under Secretary to the Government of India or equivalent in addition to vigilance clearance and a certificate to the effect that no major/minor penalty was imposed on the



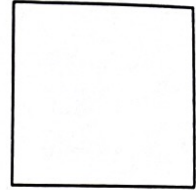
officer during the last ten years. Advance copy of the application as well as applications which are found incomplete or received after the due date of submission and/ or which have been forwarded without verifying the entries of biodata and up-to-date ACRs/APARs of the last 5 years, vigilance clearance, Integrity Certificate will not be entertained.


(Dr. N. T Rikam)
Registrar

Copy to:

1. PS to Vice-Chancellor for information.
2. Deputy Registrar (Estt.) for necessary information.
3. Joint Director (CC) with a request to upload the same on the website of the University.

Proforma for the post of Deputy Registrar on Deputation



1. Name (Block Letters) :
2. Date of Birth (As on 01.08.2024):
3. (i) Present Post held
(ii) Name of the Organisation posted:
(iii) Date of entry into regular service:
(iv) Date of Superannuation:
4. Educational Qualifications:
5. Whether educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same):

Qualifications/Experience required as mentioned in the CRRs of Non Teaching	Qualifications/Experience possessed by the Officer
<p>From amongst the officers of the Central Government or State Governments or UTs or Statutory or Autonomous bodies or Universities or Institutes fully funded by the Central Government or State Government, -</p> <p>(a) Masters Degree with at least 55% of the marks or its equivalent grade of 'B' in UGC seven point scale.</p> <p>(b) (i) holding analogous post on regular basis in Level-12 or, (ii) Nine years of experience as Assistant Professor in AGP of Rs. 6000 and above with experience in educational administration or, (iii) five years of administrative experience as Assistant Registrar or in an equivalent post Or, (iii) Comparable experience in research establishment and /or other institutions of higher education.</p> <p>Desirable: Experience of working in Higher Educational administration and in a computerized environment.</p>	

6.

Please State clearly whether in the light of entries made by you above, you meet the requisite essential qualifications and work experience of the Post.	
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7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	Pay Band and Grade pay/Pay scale of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

- Note: Pay band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay Band and Grade pay under ACP/MACP	From	To

8. Nature of present employment (i.e Adhoc or temporary or quasi-permanent or permanent):
9. In case the present employment is held on deputation /contract basis, please state:

Date of initial appointment	Period of appointment on deputation/contract	Name of the parent office/organization to which the applicant belongs	Name of the post and pay of the post held in substantive capacity in the Present organization

10.

If any post held on deputation by the application in the past, date of return from the last deputation and other details.	
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11. Additional details about present employment:

- Central Government
- State Government
- Autonomous Organization
- Government Undertaking
- Universities
- Others

12. Are you in the revised scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale

13. Total emoluments per month now drawn

Basic pay in the pay Band	Grade Pay	Total emoluments

14. In case the applicant belongs to an organization which is not following the Central Government pay scales, the latest salary slip issued by the organization showing the following details may be enclosed:

Basic pay with scale of pay and rate of increment	Dearness Pay/interim relief/other allowances (with break up details)	Total emoluments

15. Additional information, if any, relevant to the post you applied for in support of your suitability for the post (Additional Academic qualifications professional training, work, experience over and above prescribed in the Vacancy Circular/Advertisement).

16.

<p>Achievements: The candidates are requested to indicate information with regard to:</p> <ul style="list-style-type: none"> (i) Research publication and reports (ii) Any other achievements 	
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17. Whether belongs to SC/ST :

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification /Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed /withheld.

Signature of the Candidate

Name _____

Office Address: _____

Telephone/Email: _____

Date:

CERTIFICATE BY THE EMPLOYER/CADRE CONTROLLING AUTHORITY

The information /details provided in the above application by the applicant are true and correct as per the facts available on records. He/ She possess educational qualifications and experience mentioned in the vacancy circular. If selected, he /she will be relived immediately.

Also certifies that:

- (i) There is no vigilance or disciplinary case pending /contemplated against Shri/Smti/Kum. _____
- (ii) His/her integrity is certified.
- (iii) His/her CR Dossier in original /photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary to the Government of India or above, are enclosed.
- (iv) No major/minor penalty has been imposed on him/hyer during the last 10 years or a list of major /minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned:

(Employer/Cadre Controlling Authority)

Name in Block Letters:

Designation:

Office Seal:

Email: