



No. Estt.-188/2011/Pt.-II

Dated the 30<sup>th</sup> October, 2023

### ADVERTISEMENT

Online applications are invited from the Indian Citizens filling up of the following Group 'B' Non-Teaching posts through Direct Recruitment as indicated against each post in Rajiv Gandhi University, Rono Hills, Doimukh.

#### A. Details of the Posts

Sl. No.	Post Code	Name of Post(s)	No. of Post(s)	Age	Reservation	Mode of Recruitment
I.	<b>Group - 'B'</b>					
3	71012	Section Officer	2	i. Not more than 35 years. ii. There is no age bar for Departmental Candidates of Rajiv Gandhi University, Doimukh	UR	Direct Recruitment
4	71013	Assistant	2	i. Not more than 35 years. ii. There is no age bar for Departmental Candidates of Rajiv Gandhi University, Doimukh	UR	Direct Recruitment
		<b>Total:</b>	<b>4</b>			

#### ABBREVIATIONS:

UR – Unreserved

#### B. Pay Structure

Sl. No.	Post Code	Name of Post(s)	Pay Level	Pay Matrix
I.	<b>Group -'B'</b>			
1	71012	Section Officer	Pay Level - 7	₹ 44,900 – 1,42,400/-
2	71013	Assistant	Pay Level - 6	₹ 35,400 – 1,12,400/-



### C. Application Fees

Non-refundable category-wise application fee as mentioned below, 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.

Category	Application fee amount
General	₹ 700/-
OBC/ EWS	₹ 500/-
SC/ ST	₹ 300/-
PwBD	Exempted

### D. Details of Educational Qualification(s), Experience etc.

Sl. No	Post (s)	Minimum educational qualification, desirable qualification and experience, etc.
1.	Section Officer	<b>Essential qualifications:</b>  i. A Bachelor's Degree in any discipline from any recognized Institute/University. ii. Three Years' Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central/State Govt./University/PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private Companies/ Bank with annual turnover of ₹ 200/- Crores or more. iii. Proficiency in Computer Operation, noting and drafting.
2.	Assistant	<b>Essential qualifications:</b>  i. A Bachelor's Degree from a recognized University/Institution.  ii. Three Years of experience 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 ₹ 200/- Crores or more.  iii. Proficiency in Typing, Computer applications, noting and drafting.

### E. Important Dates

Date of Advertisement	02/11/2023
Start Date of Registration on RGU Recruitment Portal (NT)	03/11/2023
Start Date of submission of Online Application Form	03/11/2023
Last Date for submission of online Application form, Application Fee payment	23/11/2023 up to 5:00 pm

Hard copies of Application form along with all supporting documents may be sent on or before	30/11/2023
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## F. General Instructions

1. Applications should be submitted through online mode only by visiting the Rajiv Gandhi University Recruitment portal (Non-Teaching) at <https://rgunt.samarth.edu.in/>
2. Applicant shall have to first register on the RGU Recruitment portal (NT), after which, they can fill up the prescribed electronic application form online.
3. Before filling up the online application form, candidates must go through the “How to Apply” page – <https://docs.samarth.ac.in/docs/recruitment/recruitment-non-teaching/>
4. In case of any technical problems, please send an email to [ntrecruitments@rgu.ac.in](mailto:ntrecruitments@rgu.ac.in)
5. On successful submission, the applicant will come across a link to download a PDF of the application and proof of payment details, which he/she will have to print and produce the hard copy if called for interview.
6. Before applying for a post, applicants are advised to go through the contents of the advertisement carefully and satisfy themselves about their eligibility. No enquiry in this regard will be entertained.
7. All supporting documents duly self-attested must be uploaded online on the Recruitment Portal of the University. Scrutiny shall be done purely on the basis of the claims supported by valid documents uploaded on the recruitment portal of the University while filling up the form. Printed copy of the filled in application form along with all the original documents should be produced at the time of interview.
8. University reserves the right of deciding the disciplines as concerned/ allied / relevant while scrutinizing the applications.
9. Reservation for the SC/ST/OBC (Non-Creamy Layer)/PwBD/EWS applicants will be as per the Government of India policies. Applicants seeking reservation benefits available for SC/ST/OBC (Non Creamy Layer)/ PwBD/ EWS categories must upload the necessary documents justifying the claim of respective reservation as per Government of India norms. The certificate uploaded should be in the latest format prescribed by the Govt. of India and issued by the competent authority.
10. Relaxations and concessions for SCs/STs/OBCs will be applicable in accordance with reservation policy of the Govt. of India and subsequent clarification/directives issued from time to time to this effect.
11. Applicants belonging to OBC are required to submit valid and latest certificate regarding his/her OBC status and belongingness to “Non Creamy Layer (NCL)” from the appropriate competent authority.
12. Candidates applying under EWS category must submit valid Income & Asset certificate for EWS as per the notification of Government of India along with the application.



13. Relaxation of 5% will be provided from 55% to 50% of the marks at the Master's level for the SC/ ST/ OBC (NCL)/ EWS/ PwBD categories for the purpose of eligibility and assessing good academic records.
14. The upper age limit as prescribed for direct recruits shall not be insisted upon in case of departmental candidates of the University subject to production of experience certificate from the competent authority.
15. Application(s) of In-Service candidates should route their application through proper channel or should submit a "No Objection Certificate" from the employer along with the application, failing which their application will not be considered further.
16. 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 form as per the prescribed format given in Annexure-I of this advertisement.
17. Selection of a candidate to any post advertised herein shall be on the basis of merit on the recommendations of the duly constituted Selection Committees.
18. Applicants should possess the prescribed qualifications, experience and eligibility criteria as on the closing date of application, as prescribed by the University from time to time for the respective posts. All the above posts carry GoI pay scales plus admissible allowances. Applicants are required to produce specific certificates as per eligibility conditions.
19. The service conditions including probation period and superannuation shall be governed as per UGC /Government of India norms and CRR of Rajiv Gandhi University.
20. Incomplete applications in any respect shall be summarily rejected.
21. The eligibility of the candidate will be determined on the last date of submission of online application as mentioned in the advertisement published by the university.
22. Merely fulfilling the minimum qualifications or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview. The University may restrict the number of applicants to be called for interview on the recommendations of the screening committee.
23. Selection will be made on the basis of candidates' overall performance in the written test, skill test and interview.
24. All original documents should be produced for verification at the time of interview if called for.
25. No TA/DA shall be paid to applicants for attending interview.
26. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the University reserves the right to modify/ withdraw/ cancel any communication made to the applicant in this regard.
27. All appointments shall be made provisionally subject to verification of certificates. The University shall verify the documents and antecedents of the applicant at the time of interview/joining or at any stage during the period of service. In case, it is found at any point of time that any document/information submitted by the applicant is false or the applicant has



suppressed any relevant information, the services of the selected applicant shall be terminated forthwith without assigning any reason.

28. All correspondence from the University including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the online application form. The University will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidates.
29. The applicants are advised to check the website of the University regularly for updates.
30. Canvassing in any form will be treated as a disqualification.
31. The posts advertised are tentative. The University reserves the right to increase or decrease the number of posts and revise/reschedule/cancel/suspend/withdraw the recruitment process in part or full without assigning any reason. The decision of the University shall be final and no appeal in this regard shall be entertained. Any addendum/ corrigendum, if any, shall be posted on website of the university [www.rgu.ac.in](http://www.rgu.ac.in)
32. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final. Further, in case of any suit or legal proceeding in this regard against the University, the jurisdiction shall be restricted to Hon'ble High Court of Guwahati (Permanent Bench, Itanagar).
33. Applicants are to submit one set of **Hard Copies** of online application form, payment receipt along with all self-attested testimonials, certificates / educational qualifications and all supporting documents should reach to "**The Registrar, Rajiv Gandhi University, Rono Hills, Doimukh, Arunachal Pradesh – 791112**" in sealed envelope on or before the due date. All the documents should be clearly/ legibly printed on A4 size paper, properly paginated and should be spiral-binded in chronological order. The envelope containing the application form and the supporting documents should be super-scribed "**Application for the post of .... (Name of the post), Advt. No. Estt.-188/2011/Pt-II**".



REGISTRAR

## **Annexure-I**

### **THE IN-SERVICE CANDIDATES HAVE TO SUBMIT CERTIFICATE OF INTEGRITY, VIGILANCE CLEARENCE 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 CLEARENCE 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 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 on standard terms of deputation.

Authorized signatory  
Name:  
Designation:  
Office Seal