



**RAJIV GANDHI UNIVERSITY  
RONO HILLS, DOIMUKH**

No. EG-433/2023/ACS

Dated the 29<sup>th</sup> January, 2024.

**ADVERTISEMENT**

Rajiv Gandhi University is going to engage 1(One) Production Assistant in the office of the Public Relation Officer purely on contract basis, initially for a period of 06 (Six) months at the consolidated remuneration of ₹ 20,273/- (Rupees twenty thousand, two hundred, seventy-three) only. The educational qualifications and other details are as follows:

**A. Educational & other qualifications required:**

1. Minimum qualifications :Minimum 50% marks in MA in Mass Communication or PGDMC
2. Editing Soft Skill : Adobe Premier and/or in Final Cut Pro.
3. Layout Soft Skill : Photoshop and /or in design.
4. Experience : Minimum 6 (Six) months employment or internship in related field.
5. Other skills : (i) Basic English written communication.  
(ii) Competence in Microsoft and Power Point.
6. Age : 18-28 years as on 01-02-2024. Relaxation shall Be given to SC/ST/OBC candidates as per GoI's Rule.

**B. Duties of the Post:**

1. Curating the programme.
2. Presentation and conduction of the programme.
3. Social Media content creation.
4. Video and still documentation.
5. Real time posting of the events.
6. Real time reporting to the social media programme.
7. Press release.

Contd..P/2

Application along with 3 copies recent passport size photograph and photo copies of all supporting documents and application fee of ₹ 200/- (Rupees two hundred) only in the shape of Demand Draft to be drawn in favour of the Registrar payable at Bank of Baroda, Arunachal University Campus or Bank Challan prepared in the Bank of Baroda located at RGU Campus should reach to the Office of the Registrar, Rajiv Gandhi University, Rono Hills – 791112, Doimukh on or before 10-02-2024 superscribing the name of the post applied in the top of the envelope. The applications received after last date shall be summarily rejected.

Application (s) received after the last date or incomplete in any form or without the application fee, shall be summarily rejected. Application of candidate canvassing in any form shall liable to be rejected. The University reserves the right to fill up or not to fill up the post as mentioned above. The University shall in no case be held responsible in the event of furnishing of wrong phone number, email etc. by the candidate.

The shortlisted candidates are to appear in the skill test of 100 marks followed by the personal interaction on the date as fixed by the Rajiv Gandhi University.

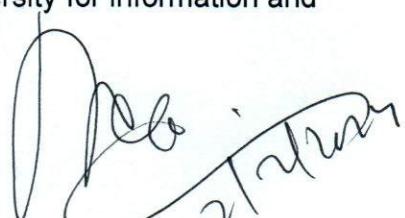
Sd/-  
Registrar

Memo No. EG-433/2023/ACS

Dated the 2nd February, 2024.

Copy to:

1. P.S. to Vice-Chancellor for information.
2. P.S. to Registrar for information.
3. The Public Relation Officer, Rajiv Gandhi University for information and wide circulation.
4. Guard File.
5. Office Copy.



Registrar

**RAJIV GANDHI UNIVERSITY  
RONO HILLS: DOIMUKH-791112  
ARUNACHAL PRADESH**

RECENT  
PASSPOST  
PHOTO

**AN APPLICATION FOR THE POST OF PRODUCTION ASSISTANT 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 01/02/2024	:DoB :  Years                    Months                    Days
7.	Present address for correspondence	:
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 :**

