RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH – 791112
ARUNACHAL PRADESH

No. Estt.-188/2011   Dated Rono Hills, the February 3, 2012

ADVERTISEMENT NO.1/2012

Applications in **prescribed format** are invited from the citizen of India for filling the following Non-Teaching posts at Rajiv Gandhi University, Rono Hills, Doimukh-791112, Arunachal Pradesh:

PART-A

(Detail of the post(s), number of Post(s), Pay Band, Age limit and Reservation)

Sl. No.	Post (s), No. of Post (s) & Department/Centre	Pay Band & Grade Pay	Age Limit	Reservation
1.	Deputy Registrar, o1 (Examination)	15600-39100 +7600/-	Not exceeding 40 years	UR
2.	Deputy Registrar, o1 (Academic)	15600-39100 +7600/-	Not exceeding 40 years	ST
3.	Sr. System Analyst 01 (VSAT)	15600-39100 +7600/-	Not exceeding 40 years	UR
4.	Medical Officer, 02 (Health Centre)	15600-39100 +5400/-	Not exceeding 40 years	UR
5.	Assistant Engineer (Electrical), 01 (Engineering Wing)	15600-39100 +5400/-	Not exceeding 40 years	ST
6.	Estate Officer, 01 (Administration)	9300-34800 +4600/-	Not exceeding 28 years	UR
7.	Technical Assistant, 02 (Library)	9300-34800 +4600/-	Not exceeding 28 years	OBC-1, UR-1
8.	Senior Cartographer, 01 (Department of Geography)	9300-34800 +4600/-	Not exceeding 28 years	UR
9.	Professional Assistant, 01 (Library)	9300-34800 +4200/-	Not exceeding 28 years	UR
10	Manager, 01 (Guest House)	9300-34800 +4200/-	Not exceeding 28 years	UR
11.	GNM , 01 (Health Centre)	9300-34800 +4200/-	Not exceeding 28 years	UR
12.	Junior Engineer (Civil), 03 (Engineering Wing)	9300-34800 +4200/-	Not exceeding 28 years	UR-2, ST-1
13.	Junior Engineer (Electrical), 02 (Engineering Wing)	9300-34800 +4200/-	Not exceeding 28 years	UR
14.	Statistical Assistant, 01 (Establishment Branch)	9300-34800 +4200/-	Not exceeding 28 years	UR
15.	Senior Technical Assistant, 03 (Department of Computer Science & Engineering & Computer Centre.)	9300-34800 +4200/-	Not exceeding 28 years	SC-1, UR-1, ST-1
16.	Technical Assistant , 05 (Department of Physics-1, Chemistry-1, Computer Science & Engineering-2 & Computer Centre-1)	5200-20200 +2800/-	Not exceeding 28 years	SC-1,OBC-1-, ST-1, UR-2
17.	Store Keeper , 01 (Store Branch)	5200-20200 +2400/-	Not exceeding 28 years	1-UR

18.	Stenographer Grade-III, **07** (Departments & Offices)	5200-20200 +2400/-	Not exceeding 28 years	SC-1,OBC-1, UR-2, ST-3
19.	Lower Division Clark, **13** (Various Branches)	5200-20200 +1900/-	Not exceeding 28 years	PWD-1, SC-1, UR-7, ST-4
20.	Nurse (ANM), **01** (Health Centre)	5200-20200 +1900/-	Not exceeding 28 years	1-UR
21.	Driver , **02** (Vehicle Branch)	5200-20200 +1900/-	Not exceeding 28 years	2-UR
22.	Laboratory Assistant, **06** (Department of Physics, Geography , Botany, Mass Com, Chemistry & Zoology)	5200-20200 +2000/-	Not exceeding 28 years	UR-4, ST-2
23.	Library Assistant , **02** (Library)	5200-20200 +2000/-	Not exceeding 28 years	2-UR
24.	Draftsman, **01** (Engineering Wing)	5200-20200 +2400/-	Not exceeding 28 years	1-UR
25.	Surveyor, **01** (Engineering Wing)	5200-20200 +2400/-	Not exceeding 28 years	1-UR
26.	Electrician, **01** (Engineering Wing)	5200-20200 +2400/-	Not exceeding 28 years	1-UR
27.	Sanitary Inspector, **01** (Administration)	5200-20200 +2800/-	Not exceeding 28 years	1-UR
28.	Packer, **01** (Administration)	5200-20200 +1800/-	Not exceeding 28 years	1-UR
29.	Laboratory Attendant, **08** (Dept. of Physics, Chemistry, Botany, Geography, Zoology, CSE, Mass Com, & Computer Centre)	5200-20200 +1800/-	Not exceeding 28 years	OBC-1, UR-4, ST-3
30.	Library Attendant, **02** (Library)	5200-20200 +1800/-	Not exceeding 28 years	2-UR
31.	Cook. **01** (Guest House)	5200-20200 +1900/-	Not exceeding 28 years	1-UR

(Detail Advertisement for publication through Rajiv Gandhi University Website www.rgu.ac.in only)

PART-B

Detail of the Educational Qualification(s), Experience, etc

Sl. No.	Post(s), Number of Post(s), Reservation & Department/Centre/Office	Minimum educational qualification, desirable qualification, and experience, etc.
1. & 2.	Deputy Registrar, **01** (Examination) & Deputy Registrar, **01** (Academic)	**Essential qualification:** (i) Master degree with at least 55% marks or its equivalent grade 'B' in the UGC Seven Points scale subject to at least 50% marks in the case SC/ST candidates. (ii) 9 (nine) years of experience as Assistant Professor in the AGP of Rs.6000/- and above with experience in Educational Administration. OR Comparable experiences in research establishments/or other Institutions of Higher Education. OR 5(five) years administrative experience as Assistant Registrar or in an equivalent post.

		Provided that fulfilment of the requirement of 55% marks or its equivalent grade 'B' in the UGC Seven Points Scale may be relaxed by the university for departmental candidates subject to the minimum of 50% marks. Provided further that preference will be given to candidates having experience of working in an educational/University system with special emphasis for those working in Central Universities.
3.	Sr. System Analyst **01** (VSAT)	(i) M.Tech in Computer Science and Engineering with 5 (five) years experience in computing. **OR** First Class B.Tech in Computer Science and Engineering with 8 (eight) years experience in computing. **OR** B.Tech (Non CSE) with 8 years experience in computing **OR** M.Sc. (Physical Sciences) with 8 years experience in computing **OR** First Class M.Sc., D.C.A. with 8 years experience in computing **OR** First Class M.C.A with 8 years experience in computing. **OR** Ph.D. in CSE/Electronics and Communication with 5 Years experience in computing. **Desirable:** 1. Knowledge of operating system such as Unix/Linux, Ms-Windows, NT,2000, 2003, 2008 Server OS, Novell Netware, Sun Solaris etc. 2. Experience with the installation, configuration and maintenance of a wide variety of data enter computing and networking. 3. Adequate experience in computer software and other comparable experience in office automation/e-governance/ERP/Networking.
4.	Medical Officer, **02** (Health Centre)	MBBS Degree from a recognized University with at least 3 years experience in general practice. **Desirable:** M.D in Medicine.
5.	Assistant Engineer (Electrical) **01** (Engineering Wing)	B.E in Electrical or equivalent qualification recognized by AICTE in the field. **OR** Diploma in Electrical Engineering with 6 (six) years experience with design, fabrication and maintenance of electrical equipment as Junior Engineer (Electrical)
6.	Estate Officer, **01** (Administration)	B.E. in Civil Engineering recognized by AICTE in the field OR equivalent in Civil Engineering.

7.	Technical Assistant, **02** (Library)	M. Lib. Sc. or B.Lib.Sc. with experience in Library Management and having knowledge of computer application with library software and automation.
8.	Senior Cartographer, **01** (Department of Geography)	1. M.A / M.Sc. in Geography with minimum 55% marks from a recognized University and having 1(one) experience in computer aided cartography and knowledge of mapping with Digital Photographs and GIS.
9.	Professional Assistant, **01** (Library)	M. Lib. Sc. or B.Lib.Sc. with experience in Library Management and having knowledge of computer application with library software and automation.
10.	Manager, **01** (Guest House)	Bachelor Degree in any discipline from a recognized University. **Desirable:** Having experience of reception, protocol order, housekeeping & catering management, and fluency in English language.
11.	GNM , **01** (Health Centre)	Degree in General Nursing and Midwifery passed from recognized institution.
12.	Junior Engineer (Civil), **03** (Engineering Wing)	Diploma in Civil Engineering from a recognized Institution with one (1) year of service experience.
13.	Junior Engineer (Electrical), **02** (Engineering Wing)	Diploma in Electrical Engineering from a recognized University with one (1) year service experience.
14.	Statistical Assistant, **01** (Establishment Branch)	Bachelor's degree with Statistics subject and two (2) years experience in Statistics work with computer application knowledge. **OR** Master's degree in Statistics and having knowledge of computer application and data processing.
15.	Senior Technical Assistant, **03** (Department of Computer Science & Engineering & Computer Centre.)	1. Bachelor's Degree in Computer Science & Engineering/Information Technology with minimum 50% marks from a recognized University/Institute and having one (1) year experience as Technical Assistant in Hardware/Software/Networking in a Laboratory of University/College. **Desirable:** Certificate course in System Administration/CCNA **OR** 2. Three Years Diploma in Computer Science & Engineering/Information Technology with minimum 50% marks from a recognized University/Institute and having three (3) years experience as Technical Assistant in Hardware/Software/Networking in a Laboratory of University/College. **Desirable:** Certificate course in System Administration/CCNA
16.	Technical Assistant , **05** (Department of Physics-1, Chemistry-1, Computer Science & Engineering-2 & Computer Centre-1)	1. Bachelor's Degree with concerned subject from a recognized University with 50% marks and having one (1) year experience laboratory of University/College. **OR**

		2. Three Year Diploma in Computer Science/Electronic /Computer Application Information Technology with 50% marks from a recognized University/Institute having one(1) year experience in hardware/Software/Networking in a Laboratory of University/College. **Desirable:** Certificate Course in System Administration/ MSCE/CCNA.
17.	Store Keeper , **01** (Store Branch)	Bachelor Degree or equivalent degree from a recognized University.
18.	Stenographer Grade-III, **07** (Departments & Offices)	Must have passed 10+2 standard or its equivalent from any recognized Board/University and must possess a speed of 80 w.p.m. in Shorthand and 40 w.p.m. in Typing.
19.	Lower Division Clark, **13**	1. 10+2 standard passed or equivalent from a recognized Board/University. 2. Should have passed type writing with a minimum speed of 30 words per minute and having six (6) months duration of Certificate Course in Computer Applications.
20.	Nurse (ANM), **01** (Health Centre)	Two Year Certificate Course in Auxiliary Nursing & Midwifery.
21.	Driver , **02** (Vehicle Branch)	Matriculate from a recognized Board/ University and having knowledge motor mechanism with three (3) years experience in the line with a valid Driving License.
22.	Laboratory Assistant, **06** (Department of Life Sciences, Physics, Geography, Zoo & Chemistry)	10+2 pass in Science with concerned subject (Botany, Physics, Chemistry, & Zoology) or equivalent with Science and having experience in handling Scientific Appliances, Glass Wares & Chemicals.
23.	Library Assistant , **02**	1. 10 + 2 standard passed. 2. Certificate course in Library Science with three (3) years experience in automated University/College Library. OR 3. Bachelor's degree in Library Science from a recognized University. **Desirable:** Having knowledge of computer application with Library software and automation.
24.	Draftsman, **01** (Engineering Wing)	Matriculate with Diploma in Draughtsmanship from a recognized Institute and having two (2) years experience in the line.
25.	Surveyor, **01** (Engineering Wing)	Matriculate with Diploma in Survey from a recognized Institute and having experience two (2) years of experience in the field.
26.	Electrician, **01** (Engineering Wing)	1. Two Year Certificate Course in Electrician trade (ITI) or equivalent from a recognized Board/University. 2. Electrician workman permit/workman competency certificate/electrical workman license from ITI

		OR **Desirable**: Experience in electrician workman at least two(2) years experience at the time of Recruitment.
27.	Sanitary Inspector, **01** (Administration)	10+2 standard passed or equivalent from a recognized Board/University and having two years (two) experience Government Department/ Autonomous Institution/Commercial Organisation.
28.	Packer, **01** (Administration)	Matriculate from a recognized Board/ University. **Desirable:** Should have knowledge in spiral binding, packing and despatching.
29.	Laboratory Attendant, **08** (Dept. of Life Sciences, Physics & Chemistry)	10+2 standard passed or equivalent from a recognized Board/University.
30.	Library Attendant, **02** (Library)	10+2 standard passed or equivalent from a recognized Board/University.
31.	Cook. **01** (Guest House)	1. Matriculate from a recognized Board/ University having experience two (2) years experience in cooking works at Hotel/Halls of Residence /Guest House of repute at any establishment.

General Instructions and Conditions:

1. The above pay bands carry other allowances admissible as per Government of India rules. Besides, normal age relaxation for the reserved categories, Ex-Serviceman and in-service personnel as the Government of India rules, further age relaxation to an otherwise qualified candidate including general category candidates shall also be considered depending upon experience and other added higher qualifications/ experiences.

2. With regard to age limit, the crucial/or reckoning date shall be the last date of receipt of applications as mentioned in the advertisement.

3. Candidate(s) belonging to Scheduled Caste (SC), Scheduled Tribe (ST) and Other Backward Category (OBC) category shall submit a valid certificate from the authorized competent authority, failing which such candidate(s) shall not be considered as reserved category candidates.

4. Number of post(s) may vary due to sanction of new post(s) or dynamic vacancies.

5. Abbreviations: **UR**-Unreserved, **OBC**-Other Backward Classes, **SC**-Scheduled Caste, **ST**-Scheduled Tribe & **PWD**-Persons with Disability.

6. Mere fulfilment of minimum eligibility criteria shall not entitle a person for consideration of applied post. The decision of the University for short-listing of candidates shall be final and binding. The University reserves the right to fill up or not to fill up any of the vacancies or to increase the numbers of posts, as required.

7. Duly filled application in the prescribed format in quadruplicate along with necessary enclosures is to reach **"The Registrar, Rajiv Gandhi University, Rono Hills, Doimukh-791112, Arunachal Pradesh on or before 22.2.2012."** The envelope containing the application should be superscribed **"Application for the post... (name of the post)."** A non-refundable application fee of ₹ 200/-(Exempted for SC/ST/PWD) in the form of Demand Draft only drawn on any nationalised bank in favour of the **Registrar, Rajiv Gandhi University, Rono Hills, Doimukh payable at Vijaya Bank or SBI Branch Doimukh**, be submitted along with the application. The Demand Draft should not have been drawn before the date of issue of this advertisement. Candidates shall write their names and the post applied for on the reverse of the Bank Draft.

8. Candidate(s) willing to apply for more than one post shall submit separate applications and fees.

9. Age relaxation for ST/SC & OBC is admissible as per the Government of India rules and also admissible age relaxation of 5 (five) years for the employees serving in the Central/State Governments, /Universities and Autonomous Institutions.

10. Candidates, who are serving as contract/contingency employees in the Rajiv Gandhi University, may also apply through the proper channel.

11. Application(s) received after the last date or incomplete in any form or without the application fee **shall be summarily rejected without assigning any reason**. Canvassing individual/Association/Union/ shall automatically disqualify the candidate concerned. Those in employment shall apply through the proper channel or submit **No Objection Certificate** from the concerned employer. However, one may send a copy of the application as **"Advance Copy"** within the closing date. **In such a case, the original application forwarded by the employer should reach the undersigned within seven (7) days** from the last date of receipt of application.

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Sd/-
Registrar
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