



RAJIV GANDHI UNIVERSITY

(A Central University)

Rono Hills, Doimukh – 791 112,
Arunachal Pradesh

No. EG-12/85

Dated 5th March, 2010.

ADVERTISEMENT No. 1/2010

Applications on the prescribed pro forma are invited for filling up the post of Registrar in the scale of pay of Rs. 37400-67000+10000. **The vacancy is tenable up to 7th April, 2011.**

Last date for receipt of application : 4th April, 2010.

For details about application format, qualification, etc., please see the University website www.rgu.ac.in.

Sd/-

Registrar (I/c)



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Applications on the prescribed pro forma are invited for filling up the post of Registrar in the scale of pay of Rs. 37400-67000+10000.

(1) Minimum Qualifications

- (i) A Master's degree with at least 55% marks or equivalent grade of B in the University Grants Commission seven point scale.

However, 5% relaxation at Master's level shall be allowed for those candidates of SC/ST category and for those who are already in the University system.

- (ii) At least 15 years of experience as Lecturer or above, of which **at least eight years** shall be in Reader's grade or above, along with experience in educational administration.

OR

Comparable experience in research establishment and or other institutions of higher education.

OR

15 years of administrative experience of which **eight years** as Deputy Registrar or an equivalent post.

Applications in triplicate along with three recent passport size photographs/Photostat copies of all supporting documents and application fee of Rs. 250/- (No fee for SC/ST candidates) drawn in favour of Registrar payable at SBI, Itanagar/Vijaya Bank, Itanagar/Rajiv Gandhi University Campus Branch, should reach the Registrar (I/c), Rajiv Gandhi University, Rono Hills, Doimukh P.O., Itanagar – 791 112 **on or before 4th April, 2010**. The envelope should superscribe the post applied for.

N.B.

- (1) Applicants in service should apply through proper channel.
- (2) Post can be filled up on standard deputation terms also.
- (3) AC-II class (Train) fare will be paid for attending the interview.
- (4) The University reserves the right not to fill any or all posts advertised.
- (5) The University will not be responsible for non-receipt of application or any delay in receipt thereof on any account.
- (6) Canvassing in any form shall lead to disqualification.

APPLICATION FORMAT

Application for the post of

1. Advertisement No. & date :
2. Name of the Applicant (in block letters) :
3. Father's name :
4. Telephone/Mobile Number :
5. E-mail ID :
6. Date of Birth & Age as on 5.3.2010 :
7. Present address for correspondence :
8. Permanent Home Address :
9. Place of Birth :

10. Academic qualification (Please attach attested copies of certificates)

Sl. No.	Examination passed	Division with percentage of Marks	Subject	Year of passing	Board/University	Distinction achieved, if any

11. Whether belongs to:
 - (a) Scheduled Caste : Yes/No
 - (b) Scheduled Tribe : Yes/No
 - (c) Other Backward Caste : Yes/No
(Please attach a copy of certificate)

12. Work Experience

Sl. No.	Post held	Employer	Last pay drawn with pay scale	Nature of assignment	Period with dates

13. Have your ever been dismissed from service? : Yes/No
14. Technical qualification, if any :

15. Subject Specialization :
16. Name and address of three referees (candidates should arrange to send at least two confidential reports from referees directly to Vice-Chancellor or administrative competency)
- (i)
- (ii)
17. Published work, if any (Please attach copies)
18. Particulars of Demand Draft : (a) Number of date
 (b) Amount
19. Details of enclosures sent with the application
20. Anything else not covered above, please attach additional sheet if the space is insufficient.

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstance which may impair my fitness for employment in Rajiv Gandhi University, Itanagar.

Date: *Signature of the Applicant*