



RAJIV GANDHI UNIVERSITY
(A Central University)
Rono Hills, Doimukh - 791112
Arunachal Pradesh

No. EG-433/2013/ACS

Dated the 23rd June 2017

"WALK-IN-INTERVIEW"

Rajiv Gandhi University is going to engage 3 (three) Stenographer in the consolidated remuneration of ₹ 13,163/- p.m. purely on contractual and requirement basis for a period of 6 (six) months. The engagement is likely to be extended further on requirement and on assessment of person engage to the post.

The candidate are hereby requested to report in the Computer Browsing Centre adjacent to Library Building of Rajiv Gandhi University on 6th July 2017 at 9.30 a.m. along with 2 (two) recent passport size photograph and 1 (one) photocopy of testimonials self attested. Other requirements for appearing the post is as under :

1. Age : 18 – 28 years.
2. Higher Secondary (10+2) passed or equivalent from a recognized board/ institutions.
3. Having completed one year course in shorthand/stenography & must possess a speed of 80 strokes per minute in stenography
4. Having completed 6 (six) months computer course & must possess a speed of 40 words per minute in computer key board.

The candidate may note that timing for their registration for appearing in the said interview shall be from 9.30 a.m. to 11.00 a.m. only. Candidate reaching after 11.00 a.m. shall not be allowed for registration & appearing interview by any means.

Sd/-
Registrar

Dated the 28th June 2017

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Copy to :

1. PS to Vice-Chancellor for information.
2. The Assistant Registrar (Bill & DDO) for information
3. The Senior System Analyst for information with a request to upload the advertisement in the website of the University..
4. All the Notice Board.
5. Order book.
6. Office copy.


Registrar



To

The Registrar,
Rajiv Gandhi University
Rono Hills, Doimukh

2 recent
passport
size
photograph

**AN APPLICATION FORM FOR THE POST OF PERSONAL
ASSISTANT/STENOGRAPHER GRADE – III (ON CONTRACTUAL BASIS)**

1.	Name of the Applicant (IN BLOCK LETTERS)						
2.	Father's name						
3.	Telephone/Mobile number						
4.	Date of Birth in Christian era & Age on 6 th July'2017		DoB.....		Age.....		
6.	Present address for correspondence						
7.	Permanent Home address						
9.	Academic Qualification (Please attach attested copies of certificate) :						
	Sl. No.	Examination passed	Division with % of marks	Subject	Year of passing	Board/Univer sity	Distinction achieved, if any
	1.						
	2.						
	3.						
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 certify that the above information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which may impair my fitness for employment in Rajiv Gandhi University, Rono Hills: Doimukh, Arunachal Pradesh.

Date:

Signature of the Applicant
Name :