



RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH

File No.EG-304/DPC/2024

Dated the 2nd August, 2026

अधिसूचना NOTIFICATION

Sub: Conduct of written test under promotional quota for promotion to the post (s) of Assistant Registrar (Level-10) and Section Officer (Level-7)

1. In continuation to DPC notification vide F.No. EG-304/DPC/2024 dated 28th August, 2024 and In order to consider the suitability of employees in feeder grade for award of promotion and to fill vacancies (consequential and anticipated) under selection (Merit cum Fitness) method, a written test will be held for the following cadres:

Table: I

Sl. No.	Name of the Post
1.	Assistant Registrar
2.	Section Officer

2. The eligibility criteria and tentative syllabus for the Examination for respective cadres are made available below at Annexure-I. The date of Written Test is scheduled on 10th August'2026 at 2.30 PM as per the details provided in the annexure. Any changes in date and venue shall be notified on time.
3. A list of eligible employees based on the qualifications and experience as per the Cadre Recruitment Rules recommended is attached at Annexure-II & III for information.
4. University reserves the right to change the scheduled as per the requirements.

This issues with the approval of the Competent Authority.

Sd/-
Registrar

File No.EG-304/DPC/2024/16

Dated the 3rd Aug, 2026

Copy to :

1. PS to Vice-Chancellor for necessary information.
2. PS to Registrar /Finance Officer for information.
3. Joint Director (CC) for information and upload the same in the University website.
4. Deputy Registrar (Estt.) for information.
5. All concerned for information.
6. Office Copy


3/8/2026
Registrar

1. Scheme of Examinations

Sl. No.	Name of the Post & Pay Level	Eligibility criteria as per the existing promotion policy (CRR)	Tentative Syllabus
1.	Assistant Registrar Pay Level-10	50% by Promotion from among the Section Officers & Private Secretaries in Pay Level-7 with at least five (05) years of regular service.	The written test will be on the University Act and Statutes, ordinances, Service Rules, Academic Administration, Finance Rules & Regulations, Basic Knowledge of Constitution, Noting & Drafting, Essays, Precise writing and various Government policies and instructions. Objective: To test the knowledge level and drafting ability of an officer who is expected to head a branch/division independently, having acquired adequate experiences over the years of working in an administration.
2.	Section Officer	75% by Promotion on the basis of selection method (written test) from amongst the eligible Assistant with at least five (05) years of regular service in the grade.	

N: B:: A minimum of 40% score in the written is necessary to be considered for DPCs.

2. Scheduled of Examinations

Sl. No.	Particular (s)	Time	Date	Venue
1.	Written Examinations (3 hours)	2.30 PM to 5.30 PM	Monday, 10 th Aug '2026	Smart Theatre, Computer Centre (adjacent to Mass Communication Dept., RGU)

**RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH**

**LIST OF ELIGIBLE CANDIDATES FOR WRITTEN TEST UNDER PROMOTIONAL QUOTA
FOR THE POST OF ASSISTANT REGISTRAR**

Sl. No.	Name of Officer (s)	Designation	Educational qualification	Date of appointment to the present post
1.	Mr. Munnalal Sharma	Section Officer	B.A.	10.08.2000
2.	Mr. Nich Bapu	Section Officer	B.A./BP.Ed.	20.10.2005
3.	Mr. Pradeep Kr. S.D.	Private Secretary	B.A.	31.10.2005
4.	Mr. Alip Roy	Section Officer	B.A.	01.09.2014
5.	Mr. Gautam Bhattacharjee	Private Secretary	B.A.	14.02.2017
6.	Mrs. Tutumoni Baruah (Deb)	Section Officer	B.A.	14.02.2017

(In order of appointment to the present post)

**RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH**

**LIST OF ELIGIBLE CANDIDATES FOR WRITTEN TEST UNDER PROMOTIONAL QUOTA
FOR THE POST OF SECTION OFFICER**

Sl. No.	Name of Officer (s)	Designation	Educational qualification	Date of appointment to the present post
1.	Mr. Raju Lazi	Assistant	B.Com	10.08.2000
2.	Mr. Animesh Das	Assistant	B.A.	20.10.2005
3.	Mr. Takhe Tako	Assistant	B.A.	31.10.2005
4.	Mr. Toko Lel	Assistant	M.A	22.08.2008
5.	Mrs. Sumitta Longchot	Assistant	B.A.	01.09.2014

(In order of appointment to the present post)

