



## ADVERTISEMENT

### Employment Notification No. Estt-188 /2025 (I)–01 dated 6/5/2025

The Rajiv Gandhi University (Erstwhile Arunachal University), 'A' graded Central University established in 2007 by an Act of Parliament under the UGC, Ministry of Education, Government of India, invites online application from eligible citizens of India for appointment to the following Group A & B administrative and Non Faculty positions under Direct Recruitment/Deputation Basis as detailed below.

Sl. No.	Name of the Post	Pay Matrix (As per 7 CPC/UGC Norms)	No. of Vacancies	Age Limit
1.	Registrar	Level 14	1-UR	57
2.	Finance Officer	Level 14	1-UR	57
3.	Controller of Examinations (COE)	Level 14	1-UR	57
4.	System Analyst	Level 10	1-UR	40
5.	Section Officer	Level 7	1-UR	35


## 2. IMPORTANT DATES TO BE NOTED BY THE APPLICANTS


S. No.	Details	Date
1.	Release of Employment Notification No. Estt-188 /2025 (I) –01 dated 6/05/2024 on website	08/5/2025
2.	Activation of online link for submission of application	12/05/2025
3.	Last date for submission of online applications and payment of fee through the above portal.	12/06/2025 till 05:30PM

4.	University website link for the Notification & Corrigendum/Addendum <a href="https://rgu.ac.in/recruitments">https://rgu.ac.in/recruitments</a>
5.	Link for submitting online application: <a href="https://rgunt.samarth.edu.in">https://rgunt.samarth.edu.in</a>
	Mailing Address for Forwarding the Hardcopy of Online Application along with Self attested Enclosures by Post/Courier to the address: <b>The Deputy Registrar</b> <b>Establishment, Administrative Block, Rajiv Gandhi University</b> <b>Rono Hills, Doimukh-791112, Arunachal Pradesh.</b>

Note -1: Applications must be submitted through online mode on the above website. The applicants are required to send one Hard copy of the applications to the University.

### 3. THE DETAILS OF THE ESSENTIALS QUALIFICATIONS AND EXPERIENCE ARE AS FOLLOWS:

1.	<b>REGISTRAR</b>	<p>i. Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.</p> <p>ii. At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 08 years' of service in the AGP of Rs. 8000 and above including as Associate professor, along with experience in educational administration,</p> <p style="text-align: center;">OR</p> <p>Comparable experience in a research establishment and/or other institutions of higher education,</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post.</p> 
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2.	<b>FINANCE OFFICER</b>	<p>i. Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale.</p> <p>ii. At least 15 years' of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 08 years' of service in the AGP of Rs. 8000 and above including as Associate Professor, along with experience in educational administration,</p> <p style="text-align: center;"><b>OR</b></p> <p>Comparable experience in a research establishment and/or other institutions of higher education,</p> <p style="text-align: center;"><b>OR</b></p> <p>15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post.</p>
3.	<b>CONTROLLER OF EXAMINATIONS</b>	<p>i. Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.</p> <p>ii. At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 08 years' of service in the AGP of Rs. 8000 and above including as Associate professor, along with experience in educational administration,</p> <p style="text-align: center;"><b>OR</b></p> <p>Comparable experience in a research establishment and/or other institutions of higher education,</p> <p style="text-align: center;"><b>OR</b></p> <p>15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post.</p> 

4.	<b>SYSTEM ANALYST</b>	<p>M.E./M.Tech. (Computer Science/ Information Technology) or equivalent.</p> <p><b>OR</b></p> <p>B.E. / B. Tech. (Computer Science/ Information Technology) or equivalent with two years of relevant experience.</p> <p><b>OR</b></p> <p>Master in Computer Applications (MCA) or equivalent with two years of relevant experience.</p> <p><b>OR</b></p> <p>M.Sc. (Computer Science/ Information Science) from a recognized University/ Institute with three years of relevant experience.</p> <p><b>Desirable:</b></p> <p>Relevant experience in software development/ automation/ networking.</p> <p><b>Note:</b></p> <p>All qualifying degrees with at least 60% marks.</p>
5.	<b>SECTION OFFICER</b>	<p>i) A Bachelor's Degree in any discipline from any recognized Institute/University.</p> <p>ii) Three Years' Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central/State Govt./University system and other Central or State Autonomous bodies.</p> <p><b>Desirable:</b> Proficiency in Computer applications, noting and drafting.</p>



#### 4. Payment of Fee:

Category	Fee
UR/EWS/OBC	Rs. 1000
SC/ST	Rs. 500
PwBD	Nil

#### 5. Instructions to the candidates for filling out the online Application form

- i. The candidates are requested to go through the Employment Notification placed on the University Website <https://www.rgu.ac.in> and read the instructions carefully to comply with them, before filling in the details in the portal.
- ii. The candidate has to click on the URL <https://rgunt.samarth.edu.in/> and complete the registration process first. They must confirm the registration via a valid mobile number and email.
- iii. The candidate may login into the online application portal using the credentials and fill in all the information viz., educational qualifications & experience, caste certificate, PwBD certificate, etc., claimed in the online application.
- iv. Candidates have to paste scanned photo, signature, and all documents in support of qualifications & experience, caste certificate, PwBD certificate, etc., claimed in the online application.
- v. The photograph must be recent passport colour photograph and clearly visible.
- vi. The size of the files should be between 100kb-500kb (JPEG/PDF).

#### 6. Instructions for Candidates (SC/ST/ OBC/ PwBD/ EWS ) as the case may be

Candidates belonging to reserved category must submit a valid certificate in the format prescribed by the Government of India and issued by the Competent Authority.



## 7. GENERAL INSTRUCTIONS

- (i) **Early Submission:** The candidates are advised to submit their online application well in advance without waiting till the last date of application, to avoid technical issues or any unforeseen circumstances toward the last date for submission.
- (ii) **Qualification and Experience:** Prescribed qualification as per the UGC Model Cadre Recruitment rules and experiences are the minimum requirements. However, mere possession of qualifications/experience, etc. does not guarantees screening/short listing for the written/Trade Test/Interview (wherever applicable). The University reserves the right to limit the number of candidates admitted for interviews/tests based on qualifications and /or experience higher than the minimum required.
- (iii) The University will not undertake detailed scrutiny of applications to ascertain the eligibility and other aspects at the time of written examination. The candidate thus will be accepted only provisionally subject to final scrutiny. Applications of only those candidates who qualified in the written tests will be taken up for final scrutiny.
- (iv) Once the online application is submitted, there is no provision for editing the application. Therefore, the candidates must exercise due diligence at the time of filling their online application forms and before submitting them.
- (v) Only one online application is allowed to be submitted by a candidate for one post. In case, more than one application of a candidate with different registration for the same post is detected, all the applications will be rejected and his candidature for the examination will be cancelled.
- (vi) There is no age bar for departmental candidates of the University except the statutory positions.
- (vii) **Crucial Date for Eligibility:** Eligibility will be determined based on qualifications/experience acquired by candidates until the last date for receipt of applications.
- (viii) **Unspecified Matters:** Any matters not specifically addressed in these instructions will be decided by the University, and its decision shall be final and binding on the candidates.



- (ix) **Communication:** All correspondence, including the issue of call letters for written Tests/Skill Tests/Interviews (wherever applicable), will be sent through email only and placed on the University Website. Candidates must regularly check the University website for any updates from the University.
- (x) **Corrigendum or Addendum to the Notification:** The University reserves the right to issue any corrigendum or addendum or any updates to this notification which will be published on the University website <https://rgu.ac.in/recruitments>. All applicants are advised to visit the University website from time to time.
- (xi) Application (s) of in-service candidates must be routed through proper channel or should submit a “No Objection Certificate” from their employer along with the application, failing which their application will not be considered further. In service candidates have to submit Certificate of Integrity, Vigilance Clearance certificate and No penalty certificate duly signed by the Competent Authority along with the application from as per the prescribed format given in Annexure-I of this advertisement.
- (xii) **Canvassing:** Canvassing in any form will be treated as a disqualification.
- (xiii) **Dispute Resolution:** All disputes are subject to Guwahati High Court, Naharlagun bench.
- (xiv) **Syllabus for written/Skill Test:** The syllabus for the written /skill test, wherever applicable will be notified separately on the University Website.
- (xv) **Verification of Documents:** The University shall verify the antecedents of the applicant, or the documents submitted by him /her at any time i.e. at the time of appointment or anytime during service. In case if, it is found that the documents /information/information submitted by the candidates are/is fake or if the candidate has criminal/clandestine antecedents/background and has suppressed the said information, his/her services shall be terminated without prejudice to any other action initiated by the University forth with anytime during the service.
- (xvi) **Right to not fill posts and changes in the number of vacancies:** The University reserves the right not to fill any post or cancel the notification /recruitment



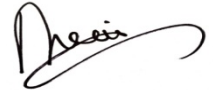
process at any stage without assigning any reasons.

In case of any inadvertent errors in the process of selection, which may be detected at any stage even after the issue of the appointment order, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.

- (xvii) Those who have applied against advertisement no. Estt.-188/2024/344 dated 21<sup>st</sup> June, 2024 for the post of 'Section Officer' need not apply again as all applications for the post shall be considered together for screening and recruitment processes.
- (xviii) Anything which is not mentioned herein shall be governed by relevant rules of the University and Govt. of India wherever applicable.
- (xix) Applicant is required to submit one set of Hard Copies of online application form, payment receipt along with all self attested testimonials, certificate/educational qualifications and all supporting documents should reach through SPEED POST to " The Deputy Registrar (Establishment), Administrative Block, Rajiv Gandhi University, Rono Hills, Doimukh, Arunachal Pradesh-791112" in sealed envelope on or before the due date. All documents should clearly/legibly printed on A4 size paper and super scribed "Application for the post.....(Name of Post)...Advt. No....."

Date: 6.5.2025

RGU, Doimukh



REGISTRAR

Copy to:

1. PS to Vice-Chancellor for information.
2. Director (CUs), Ministry of Education, Govt. of India, New Delhi for necessary information.
3. Under Secretary (CUs), University Grants Commission, New Delhi for necessary information.
4. Joint Director, Computer Centre for upload on the University website and Samarth ERP.
5. Deputy Registrar, Establishment for information and necessary action for wider circulation through daily newspaper.





**THE IN-SERVICE CANDIDATES HAVE TO SUBMIT CERTIFICATE OF INTEGRITY,  
VIGILANCE CLEARANCE AND NO PENALTY SEPARATELY ALONG WITH THE  
APPLICATION.**

**(Need to be typed neatly and clearly in the letter head of the  
Departments/Institutions)INTEGRITYCERTIFICATE**

After scrutinizing Annual Performance Appraisal Report/ACR of Mr./Mrs....., presently working as..... and who has applied for the post of ..... in the Rajiv Gandhi University, A Central University, Rono Hills, Doimukh under the Ministry of Education, New Delhi on standard terms of deputation, it is to certify that his integrity is beyond doubt.

Authorized signatory  
Name:  
Designation:  
Office Seal, Date.

**VIGILANCE CLEARANCE CERTIFICATE**

Certified that no vigilance case of disciplinary proceedings or criminal proceedings are either pending or contemplated against Mr./Mrs....., presently working as ...and who has applied for the post of .....in the in the Rajiv Gandhi University, A Central University, Rono Hills, Doimukh under the Ministry of Education, New Delhi on standard terms of deputation basis.

Authorized signatory  
Name:  
Designation:  
Office Seal

**NO PENALTY CERTIFICATE**

Certified that during the last 5 (five) years no minor / major penalty has been imposed on Mr./ Mrs..... presently working as.....and who has applied for the post of..... in the Rajiv Gandhi University, Rono Hills, Doimukh under the Ministry of Education, New Delhi.

Authorized signatory  
Name:  
Designation:  
Office Seal

