



RAJIV GANDHI UNIVERSITY
(CENTRAL UNIVERSITY)
RONO HILLS, DOIMUKH, ITANAGAR - 791 112
ARUNACHAL PRADESH

No. Estt-188/2025/TP (III)/1

Dated the 8 May, 2025

ADVERTISEMENT

Applications are invited from Indian Citizens for filling up of following positions on Contractual Basis:

Position	Office Assistant	
Number of Vacancy	25	
Maximum Age Limit	35	
Consolidated	Basic of Level-5 Pay Matrix	
Qualification & Experience	Graduation from a recognized University.	
	Diploma/certificate in Computer Applications is	
	desirable.	
Technical Skills	Proficiency in typing, usually with a minimum	
	typing speed of 35 words per minutes.	
	Computer Proficiency in MS (Word, Excel etc),	
	Emails, ERP and smooth computer operations.	
Additional Skills	Good command over the language in which	
	data needs to be entered.	
Date & Time of Exams	Shall be notified.	
Start date of applications	8 th May '2025	

General Information and Conditions

- 1. Interested and eligible candidates may submit the filled in offline application attached with the advertisement.
- 2. Candidates are requested to paste their photograph and sign in the form, attach certificates as per the format prescribed in the application form.



- 3. Candidates, who have submitted their applications, are advised to visit our website https://www.rgu.ac.in and their emails regularly for any updates.
- 4. The engagement to the above position will be purely on contract basis for an initial period of six months. Further extensions will be subject to job requirement and performances.
- 5. Eligible applications would be screened and only shortlisted candidates will be called for written and skills test.
- 6. If selected, engagement will be subject to verification of all original certificates and experience at the time of joining.
- 7. Canvassing in any form and/or bringing in any influence will be automatically disqualified from the candidature.
- 8. The written examinations shall carry 100 marks consisting of English & Grammar (Descriptive), Basic Arithmetic and Logical Reasoning and General Knowledge & Awareness.
- 9. The List of eligibility and Date of Exams shall be notified on time.
- 10. Non Refundable applicable fee of an amount of Rs. 200/- will have to pay through challan or DD in favour of Registrar, Rajiv Gandhi University, Rono Hills, Doimukh.
- 11. Incomplete application shall be summarily rejected.
- 12. The University reserves the right to alter/reduce/increase the posts as per the requirements.
- 13. Applicant is required to submit one set of Hard Copies of application form, payment receipt along with all self attested testimonials, certificate/educational qualifications and all supporting documents should reach through to the "Registrar, 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.......
- 14. In case of any queries, may send the mail to ntrecruitments@rgu.ac.in

Last date for submission of application form is 16th May, 2025 at 5 PM.

Registrar

RAJIV GANDHI UNIVERSITY RONO HILLS::DOIMUKH ARUNACHAL PRADESH

Recent Passport Photo

AN APPLICATION FOR THE POST OF OFFICE ASSISTANT

1.	Name of the Applicant (IN BLOCK LETTERS	
2.	Fathers Name	
3.	Date of Birth (As on 1.5.2025)	
4.	Present Address for correspondence	
5.	Permanent Address	
6.	Caste (GEN/ST/SC/OBC or as applicable)	
7.	Religion	
8.	Essential (Basic) Qualifications	
9.	Technical qualification (if any)	
10.	Email	
11.	Telephone/Mobile Number	
12.	Details of Enclosures	

I solemnly declare that the entries made above in the application form are true and correct to the best of my knowledge and belief. In event of selection, if the information furnished is found to be incorrect or deviated from original documents, my candidature/service may be liable to be rejected.

Date:	
Place:	

Signature of Applications Contact No.