



राजीव गांधी राष्ट्रीय युवा विकास संस्थान
Rajiv Gandhi National Institute of Youth Development

युवा कार्यक्रम विभाग / Department of Youth Affairs
युवा कार्यक्रम और खेल मंत्रालय, भारत सरकार
Ministry of Youth Affairs & Sports, Government of India
श्रीपेरुम्बुदूर Sriperumbudur – 602105 / तमिल नाडु / Tamil Nadu



Date : 18.10.2023

Advertisement for recruitment of Registrar and Assistant Registrar on deputation basis

Advertisement No : RGNIYD/Esst./NT-Deputation/2023-24/004

The Rajiv Gandhi National Institute of Youth Development (RGNIYD), Sriperumbudur, Tamil Nadu, is an Institute of National Importance by an Act of Parliament No.35/2012 under the Department of Youth Affairs, Ministry of Youth Affairs and Sports, Government of India, invites applications from Indian Nationals possessing excellent academic record and relevant work experience for deputation for the following posts in the Rajiv Gandhi National Institute of Youth Development (RGNIYD), Sriperumbudur, Tamil Nadu.

Officers under the Central/State/U.T. Governments/Universities/Statutory/Autonomous Bodies or Research and Development Organizations with the following Eligibility Criteria (Post wise) qualifications and experience are only eligible to apply.

Eligibility Criteria (post wise) :

1.	Name of the Post	:	Registrar
2.	No of Post	:	01 (One)
3.	Classification	:	Group - A
4.	Pay Structure	:	Level – 13 (Rs.1,23,100 – Rs.2,15,900)
5.	<u>Essential :</u> Educational Qualification and Experience	:	Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale. (i) at least 15 years of experience as Assistant Professor in the AGP of Rs.7000 (6 th CPC) and above or with 8 years of service in the AGP of Rs.8000 (6 th CPC) and above including as Associate Professor along with experience in educational administration, (OR) (ii) Comparable experience in research establishment and / or other institutions of higher education, (OR)

		(iii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar (OR) an equivalent post.
6.	Desirable: Educational Qualification and Experience	(i) Qualification in area on Human Resource Management / Law (ii) Experience in handling administration / Legal / Financial / Establishment matters. (iii) Experience of working in E-Office System.

1.	Name of the Post	: Assistant Registrar
2.	No of Post	: 01 (One)
3.	Classification	: Group – A
4.	Pay Matrix	: Level – 10 (Rs.56,100 – Rs.1,77,500)
5.	Essential : Education and other qualification	i. Master's Degree in any discipline with at least 55% marks or its equivalent Grade 'B' in the UGC 7 point scale from a recognized University / Institute with excellent academic record. ii. Professional qualification in area on Management / Finance and Accounts / Law. iii. Experience in handling Administration / Academic / Examination / Legal / Financial / Establishment matters in a University or an Institute of National Importance.
6.	Desirable	i. Knowledge of working in E-Office System. ii. Knowledge of computer applications.

Instructions to the Candidates :

- 1) The candidate must be a citizen of India.
- 2) Candidates are advised to fill up the application carefully and provide the information as required.
- 3) The application form can be downloaded from the institute website www.rgniyd.gov.in.
- 4) Candidates should carefully fill up all the details required in the application form including age, education qualification, experience, etc., as no correspondence regarding change of details will be entertained after last date for applying. If any of their claims is found to be false or incorrect, it will lead to rejection of their candidature.

- 5) The initial period of deputation shall be 3 years.
- 6) The Recruitment and pay-fixation shall be done, only on the recommendations of duly constituted selection committee. The Decision of the Appointing Authority shall be final. There shall be no scope of fixing or altering pay outside the Selection Committee.
- 7) The qualification prescribed should have been obtained from recognized University / Institutions.
- 8) Candidates should submit self-attested photo copies of required certificates and other documents, in support of their claims in the applications such as age, educational qualifications, experience, etc., along with the application.
- 9) The prescribed essential qualifications / experience indicated are bare minimum and mere possession of the same will not entitle the candidate to be called for Interview.
- 10) Any experience gained after the minimum qualifying degree will only be taken into consideration.
- 11) Candidates shall have to produce all the original documents / certificates at the time of appearing for interview for verification.
- 12) The institute reserves the right to restrict the number of candidates called for interview to a reasonable limit on the basis of qualifications, level of relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements.
- 13) The institute has the right to decide the mode of screening and test the applicant for short listing and selection.
- 14) The institute reserves the right to cancel or withdraw the vacancy without assigning any reason.
- 15) Candidates must submit the application through their present employer. If they anticipate unavoidable delay in their application, they may submit advance copy of their application directly to **“The Assistant Registrar, Rajiv Gandhi National Institute of Youth Development (RGNIYD), Bangalore to Chennai Highway, Sriperumbudur – 602105, Kancheepuram District, Tamil Nadu”** which will be considered provisionally. Candidates will be allowed to appear for the interview only if the application is duly forwarded (proper channel) by the employer.
- 16) On completion of the application form along with self-attested photo copies of the certificates / testimonials, etc., shall be sent to **“The Assistant Registrar, Rajiv Gandhi National Institute of Youth Development (RGNIYD), Bangalore to Chennai Highway, Sriperumbudur – 602105, Kanchipuram District, Tamil Nadu” by Speed Post / Courier** on or before the last date mentioning on the cover **“Application for the post of (On Deputation)”**. The institute shall not be responsible for postal delays, if any.

- 17) The following documents should invariably be sent along with the application :
- a) A certificate to the effect that the present employer in the post has “No Objection” to appointment of the person in the post being applied for.
 - b) Photocopies of APARs for the past five (5) years duly attested on each page by an Officer not below the level of Under Secretary or equivalent.
 - c) A certificate of integrity of the applicant.
 - d) Vigilance clearance certificate in respect of applicant duly signed by the competent authority.
 - e) Certificate indicating that regarding no major/minor penalty has been imposed / pending on the officer during the last 10 years/service period whichever is less.
- 18) RGNIYD is a residential Institute. The Registrar shall necessarily reside in the accommodation provided in the campus. No exemption to this condition will be entertained.
- 19) Applications received through email / incomplete / not in the prescribed format / without self-attested copies of relevant documents / not through proper channel will not be considered.
- 20) No TA / DA shall be paid to the candidates attending the interview.
- 21) Candidates shortlisted for interview will be informed through email as mentioned in the application form.
- 22) Any dispute with regard to selection process will be subject to court / tribunal having jurisdiction over Chennai.
- 23) Canvassing in any form / bringing in any influence of political or otherwise will be treated as a disqualification for the post. Interim enquiries will not be entertained. If it is found at any stage that any information given in the application is incorrect / false, the candidature / appointment is liable to be cancelled / terminated.
- 24) The interview will be held in **Rajiv Gandhi National Institute of Youth Development (RGNIYD), Bangalore to Chennai Highway, Sriperumbudur – 602105, Kanchipuram District, Tamil Nadu.**
- 25) The Institute may restrict the number of candidates to be called for interview / on the basis of higher norms than the minimum prescribed qualification and experience.
- 26) Candidates must be in sound health.
- 27) Application submitted for a particular post is not transferable to any other post.
- 28) No interim correspondence will be entertained from any candidate.
- 29) Information uploaded on the Institute website shall not be provided to the candidate under RTI Act, 2005. The uploaded information on the Institute website

shall remain for a specific period only. Therefore, the candidates are advised to download the information and keep them for future reference. During the recruitment process, neither any application under RTI Act, 2005 shall be entertained nor information shall be provided. Factual information under RTI Act shall be provided only after declaration of the final result and completion of entire recruitment process of this notification subject to conditions. Reply shall not be provided for any inferential or speculative question.

- 30) Mere fulfillment of the eligibility criteria is not enough for a candidate to be called for interview. The Screening Committee recommendation and Competent Authority's decision will be final.
- 31) The initial period of deputation for the above posts shall ordinarily be 3 years from the date of appointment & further extendable as per the orders of the Department of Personnel and Training's O.M. No.6/8/2009-Estt. (Pay II) dated 17.06.2010. Other Terms and Conditions of deputation will be governed by the orders/amendment orders issued by the DOPT from time to time.
- 32) The terms and conditions of service of the officer recruited on deputation will be governed by the orders/amendment orders issued by Department of Personnel & Training, as amended from time to time.
- 33) The posts advertised are not applicable for the persons working in Private Organization / Universities / Institute etc.
- 34) All updates to this advertisement including Corrigendum, Amendment, if any, will be hosted on the Institute website only and the candidates are advised to check the Institute website periodically for updates.
- 35) The last date for receipt of hard copy of application is **17.11.2023 till 06.00 PM.**

Sd/-
Assistant Registrar