



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 : 11.05.2022

Recruitment of Non-Teaching Positions

Advertisement No : RGNIYD/Esst./Non-Teaching/2022-23/003

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 (**only through online mode**) from Indian Nationals possessing excellent academic record and relevant work experience for direct recruitment / deputation for the following posts in the Rajiv Gandhi National Institute of Youth Development (RGNIYD), Sriperumbudur, Tamil Nadu.

Eligibility Criteria (post wise) :

1.	Name of the Post	:	Registrar
2.	No of Post	:	01 (One) – UR
3.	Classification	:	Group - A
4.	Pay Structure	:	Level – 13 (Rs.1,23,100 – Rs.2,15,900)
5.	Age Limit	:	Preferably below 60 years
6.	Mode of selection	:	Direct / Deputation
7.	Essential : 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.

8.	<u>Desirable:</u> 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.
9.	Tenure of appointment	:	On tenure basis for a period of 03 (three) years from the date of joining (or) till attaining the age of 60 years whichever is earlier.

1.	Name of the Post	:	Controller of Examination
2.	No of Post	:	01 (One) – UR
3.	Classification	:	Group – A
4.	Pay Matrix	:	Level – 13 (Rs.1,23,100 – Rs.2,15,900)
5.	Age Limit	:	Preferably below 55 Years
6.	<u>Essential :</u> Education and other qualification	:	<ul style="list-style-type: none"> i. A Master’s Degree with at least 55% of the marks or its equivalent grade of B in UGC seven-point scale. ii. At least 15 years of experience as Assistant Professor in the AGP of Rs.7000 and above or with 8 years of service in the AGP of Rs.8000 and above including as Associate Professor along with experience in educational administration, (OR) iii. Comparable experience in a research establishment and / or other institutions of higher education (OR) iv. 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post
7.	Period of Probation	:	Not Applicable
8.	Mode of Recruitment	:	Direct / Deputation
9.	Desirable	:	<ul style="list-style-type: none"> i. Knowledge of working in E-Office System. ii. Knowledge of computer applications.

1.	Name of the Post	:	Finance Officer
2.	No of Post	:	01 (One) – UR
3.	Classification	:	Group – A
4.	Pay Matrix	:	Level – 12 (Rs.78,800 – Rs.2,09,200)
5.	Age Limit	:	Preferably below 57 years
6.	<u>Essential :</u> Education and other	:	<ul style="list-style-type: none"> i. Officers working in Organized Accounts Services (ICAS, IRAS, IDAS, IP&TAS,

	qualification		IA&AS). ii. Officers with holding analogous post on regular basis.
7.	Period of Probation	:	Not Applicable
8.	Mode of Recruitment	:	Deputation basis, failing which by contract
9.	Desirable	:	i. Knowledge of working in E-Office System / PFMS / Tally. ii. Knowledge of computer applications.

1.	Name of the Post	:	Assistant Registrar
2.	No of Post	:	01 (One) – UR
3.	Classification	:	Group – A
4.	Pay Matrix	:	Level – 10 (Rs.56,100 – Rs.1,77,500)
5.	Age Limit	:	Preferably below 45 years (Relaxable for Government servant up to five years in accordance with the instructions or orders issued by the Central Government, from time to time)
6.	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 / Legal / Financial / Establishment matters in a University or an Institute of National Importance.
7.	Period of Probation	:	02 Years
8.	Mode of Recruitment	:	Direct / Deputation
9.	Desirable	:	i. Knowledge of working in E-Office System. ii. Knowledge of computer applications.

Instructions to the Candidates for Regular / Deputation Positions:

- 1) The candidate must be a citizen of India.
- 2) Interested eligible candidates should alone apply **only through online.**
- 3) Candidates are advised to fill up the online application carefully and provide the information as required. **The last date for receipt of application is 30 days from the date of publication in the Employment News.** Candidates are requested to visit the institute website (www.rgniyd.gov.in) regularly for updates. No separate intimation

will be sent to any candidate.

- 4) Candidates should carefully fill up all the details required in the online application form including age, education qualification, details of valid community certificates, 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 qualification prescribed should have been obtained from recognized University / Institutions.
- 6) Candidates should submit self-attested photo copies of required certificates and other documents, in support of their claims in the applications such as age, community (in the prescribed format), educational qualifications, experience, etc., along with the application.
- 7) The prescribed essential qualifications / experience indicated are bare minimum and mere possession of the same will not entitle the candidate to be called for Test / Interview.
- 8) Any experience gained after the minimum qualifying degree will only be taken into consideration.
- 9) Candidates shall have to produce all the original documents / certificates at the time of appearing for test / interview for verification.
- 10) The institute reserves the right to restrict the number of candidates called for written / skill test / 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.
- 11) The institute has the right to decide the mode of screening and test the applicant for short listing and selection.
- 12) The institute reserves the right not to fill post advertised and to reject any or all applications without assigning reason.
- 13) Candidates employed in Government and Semi-Government Organizations, Public Sector undertakings, Autonomous bodies of Government of India or the State Government must apply through their present employer. If they anticipate unavoidable delay in their applications, they may submit advance copies of their applications directly to **“The Assistant Registrar (Administration), Rajiv Gandhi National Institute of Youth Development (RGNIYD), Bangalore to Chennai Highway, Sriperumbudur – 602 105, Kancheepuram District, Tamil Nadu”** which will be considered provisionally. Candidates will be allowed to appear for the skill / written test or interview only if the applications are duly forwarded (proper channel) by the employer.
- 14) On completion of filling / uploading of the on-line application form and submission, download a copy of the application form, sign, enclose the self-attested photo copies of the certificates / testimonials, etc., and send to **“The Assistant Registrar (Administration), Rajiv Gandhi National Institute of Youth Development (RGNIYD), Bangalore to Chennai Highway, Sriperumbudur – 602 105, Kanchipuram District, Tamil Nadu” by Speed Post / Courier** on or before the last date mentioning on the cover **“Application for the post of**”. The institute shall not be responsible for postal delays, if any.

- 15) Candidates employed in Government and Semi-Government Organizations, Public Sector undertakings, Autonomous bodies of Government of India or the State Government must submit the Character Certificate, Vigilance Clearance Certificate and Copy of APAR's (deputation only) for the latest 05 years along with online application.
- 16) Selected candidates will be covered under the New Contributory Pension Scheme as notified by the Government of India, Ministry of Finance vide notification No. 5/7/2003ECB&PR dated : 22nd December, 2003.
- 17) 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.
- 18) 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.
- 19) No TA / DA shall be paid to the candidates attending the skill test / written test / interview.
- 20) Candidates shortlisted for skill test / written test / interview will be informed through email as mentioned in the application form.
- 21) Any dispute with regard to selection process will be subject to court / tribunal having jurisdiction over Chennai.
- 22) 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.
- 23) The age limit is last date for submission of online application indicated for the each post.
- 24) The institute follows the reservation norms as per the Government of India rules.
- 25) The written test / skill test / interview will be held in **Rajiv Gandhi National Institute of Youth Development (RGNIYD), Bangalore to Chennai Highway, Sriperumbudur – 602 105, Kanchipuram District, Tamil Nadu.**
- 26) Candidate should pay a non-refundable application processing fee of **Rs.1000/-** for each application. Payment can be made through online with the following link <https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=1839756>. Institute is not responsible for online payment interruption or failure. Fees once paid shall not be refunded / adjusted under any circumstances.
- 27) The applicant has to fill up the fee receipt / reference number in the application form on the space provided thereon.
- 28) Applications not accompanied with full prescribed fee (or) with fee sent through Money order, crossed cheques, cash and treasury challan will not be accepted by the Institute and such applications will be summarily rejected. No representation against such rejection will be entertained.
- 29) The Institute may restrict the number of candidates to be called for interview / skill test on the basis of higher norms than the minimum prescribed qualification and experience.
- 30) The Institute shall verify the antecedents and documents submitted by a candidate at any time at the time of appointment or during the tenure of

service.

- 31) All supporting documents are required to be uploaded and therefore, candidates are advised to prepare the PDF files of the required documents before starting the online application process.
- 32) Candidates must be in sound health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as the Institute may require.
- 33) Application submitted for a particular post is not transferable to any other post.
- 34) 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.
- 35) No accommodation will be provided in the Institute Guest House for attending the Interview.
- 36) The character of a person for direct recruitment to the service must be such as to render him / her suitable in all respect for appointment to the service. Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government on any occasion will be deemed to be ineligible for appointment.
- 37) Selected candidate may be posted at any place within the jurisdiction of the Institute.
- 38) No interim correspondence will be entertained from any candidate.
- 39) 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.
- 40) 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.

Sd/-
Assistant Registrar