



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 : 27.10.2021

Recruitment of Non-Teaching Positions (Regular & Contract)

Advertisement No : RGNIYD/Esst./NT-Reg-Cont/2021-22/002

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.

Applications are invited (**only through online mode**) from Indian Nationals possessing excellent academic record and relevant work experience for direct recruitment / deputation / contractual positions 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	:	Finance Officer
2.	Department	:	Finance and Accounts
3.	No of Post	:	01 (One) – UR
4.	Classification	:	Group – A
5.	Pay Matrix	:	Level – 12 (Rs.78,800 – Rs.2,09,200)
6.	Age Limit	:	Preferably below 57 years
7.	Essential : Education and other qualification	:	i. Officers working in Organized Accounts Services (ICAS, IRAS, IDAS, IP&TAS, IA&AS). ii. Officers with holding analogous post on regular basis.
8.	Period of Probation	:	Not Applicable
9.	Mode of Recruitment	:	Deputation
10.	Desirable	:	i. Knowledge of working in E-Office System / PFMS / Tally. ii. Knowledge of computer applications.

1.	Name of the Post	:	Section Officer
2.	Department	:	Academic
3.	No of Post	:	01 (One) – UR
4.	Classification	:	Group – B
5.	Pay Matrix	:	Level -7 (Rs.44,900 - Rs.1,42,400)
6.	Age Limit	:	30 Years (Relaxable for Government servants up to 05 years in accordance with the instructions or

		orders issued by the Central Government from time to time)
7.	Essential : Educational Qualification and Experience	<ul style="list-style-type: none"> i. Bachelor's Degree from a recognized university or equivalent ii. Seven (07) years of experience of administration and accounts work in the Government (or) University (or) College (or) Institution in the PB-1 with Grade Pay of Rs.2800
8.	Period of Probation	: 02 (Two) Years
9.	Mode of Recruitment	: Direct
10.	Desirable	<ul style="list-style-type: none"> i. Knowledge of working in E-Office System. ii. Knowledge of working in academic section, conducting examinations, admissions, entrance examination, etc. iii. Knowledge of computer applications.

1.	Name of the Post	: Library Assistant
2.	No of Post	: 01 (One) – UR
3.	Classification	: Group - B
4.	Pay Matrix	: Level - 6 (Rs.35,400 – 1,12,400)
5.	Age Limit	: 30 Years (Relaxable for Government servants up to 05 years in accordance with the instructions or orders issued by the Central Government from time to time)
6.	Essential : Educational Qualification and Experience	<ul style="list-style-type: none"> i. Degree in Library Science from a recognized University. ii. Three (03) years of experience in a Library in the Government (or) University (or) College.
7.	Period of Probation	: 02 (Two) Years
8.	Mode of Recruitment	: Direct
9.	Desirable	<ul style="list-style-type: none"> i. Knowledge of working in E-Office System and computer applications. ii. Knowledge of working in Koha Library Management Software.

1.	Name of the Post	: Library Attendant cum Typist
2.	No of Post	: 01 (One) – UR
3.	Classification	: Group – C
4.	Pay Matrix	: Level – 2 (Rs.19,900 – Rs.63,200)
5.	Age Limit	: 25 Years (Relaxable for Government servants up to 05 years in accordance with the instructions or orders issued by the Central Government from time to time)

6.	Essential : Educational Qualification and Experience	:	i. HSC or equivalent ii. Typing speed of 30 WPM in English
7.	Period of Probation	:	02 (Two) Years
8.	Mode of Recruitment	:	Direct
9.	Desirable	:	i. Certificate course in Library Science / Library & Information Science from a recognized Institute. ii. Having Knowledge of Computer applications. iii. Knowledge of working in E-Office System and computer applications. iv. Knowledge of working in Koha Library Management Software.

1.	Name of the Post	:	Junior Assistant (On Contract)
2.	Department / Section	:	Academic & Examination
3.	No of Post	:	01 (One)
4.	Remuneration	:	Rs.30,000/- per month
5.	Age Limit	:	Not Applicable. Retired Central Government Employees may also apply.
6.	Educational Qualification	:	Any Bachelor's Degree from a recognized University (or) Institute (or) College with at least second class.
7.	Experience	:	1) Minimum of 2 years of experience in academic and examination section in the Central Government Educational Institution / Central Universities. 2) Experience of working in E-Office System. 3) Knowledge of working in MS Word and MS Excel. 4) Knowledge of UGC Rules and Regulation, Conduct of Examinations, Publishing the results, Maintenance of student database, Fee collection register, Issue of bonafide certificate, semester mark statements to the students, Conduct of Convocation, etc.
8.	Mode of Recruitment	:	The post is purely temporary and contract in nature.
9.	Period of Contract	:	Initially for a period of 11 months which may be extended further based on satisfactory performance and requirement of service.

1.	Name of the Post	:	Junior Assistant (On Contract)
2.	Department / Section	:	Accounts
3.	No of Post	:	01 (One)
4.	Remuneration	:	Rs.30,000/- per month
5.	Age Limit	:	Not Applicable. Retired Central Government

		Employees may also apply.
6.	Educational Qualification	: Bachelor's Degree in Commerce / Master's Degree in Commerce from a recognized University (or) Institute (or) College with at least second class.
7.	Experience	: 1) Minimum of 2 years of working experience in accounts section in the Central Government Educational Institution / Central Universities. 2) Experience of working in E-Office System. 3) Knowledge of working in Tally ERP, PFMS, MS Word and MS Excel. 4) Knowledge of Rules and Regulation of Central Government, UGC, Etc.
8.	Mode of Recruitment	: The post is purely temporary and contract in nature.
9.	Period of Contract	: Initially for a period of 11 months which may be extended further based on satisfactory performance and requirement of service.

Link for filling up of Online Application will be available in the Institute's website from **27.10.2021 to 26.11.2021 and will be closed at 11.59 PM on 26.11.2021** (or) 30 days from the date of publication of the advertisement 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 the candidates.

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) The applicants should go through all the instructions, recruitment rules carefully and ensure that they fulfil all eligibility conditions. Their admission to all stages of the recruitment will be purely provisional subject to satisfying the eligibility conditions.
- 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) No TA / DA shall be paid to the candidates attending the skill test / written test / interview.
- 18) Applications received through email / incomplete / not on prescribed format / without self-attested copies of relevant documents / not through proper channel will not be considered.
- 19) Candidates shortlisted for skill test / written test / interview will be informed through email as mentioned in the application form.
- 20) Any dispute with regard to selection process will be subject to court / tribunal having jurisdiction over Chennai.
- 21) 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.
- 22) The age limit is last date for submission of online application indicated for the each post.
- 23) The institute follows the reservation norms as per the Government of India rules.
- 24) 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.**
- 25) Candidate should pay a non-refundable application processing fee of **Rs.100/-** for each application. Payment can be made through online only (**Link available in the Institute website**). Institute is not responsible for online payment interruption or failure. Fees once paid shall not be refunded / adjusted under any circumstances.
- 26) The applicant has to fill up the fee receipt / reference number in the application form on the space provided thereon.
- 27) 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.
- 28) Quarters will be provided in the campus, if available.
- 29) Candidates are advised to visit institute website www.rgnyd.gov.in periodically for updates regarding recruitment process.

Instructions to the Candidates for Contractual Positions:

- 1) The post is purely temporary and contract in nature.
- 2) Initial period of appointment will be for a period of 11 months. Depending upon the performance of the candidate or the need to keep the post the contract may be extended for a further period on such terms and conditions as the administration of the Institute may decide.
- 3) The services of the candidate may be terminated by the Institute without assigning any reason therefor.
- 4) No accommodation will be provided in the campus.
- 5) He / She is entitled to one casual leave for every completed calendar month of service.
- 6) He / She may quit the services of the Institute after giving one month's notice in advance.
- 7) The Institute may terminate the services of any candidate after giving one month's notice in advance. However the Institute reserves the right to terminate his / her services immediately, if his / her services are not satisfactory or conduct during the discharge of his duties are not appropriate.
- 8) He / She is not entitled to any other benefit other than the consolidated remuneration of **Rs.30,000/- per month** (Rupees thirty thousand only).
- 9) The post is purely temporary. The applicant, if appointed, is not entitled to stake his claim for permanency in the post.
- 10) The Institute reserves the right to reject all or any of the applications received for the said post. Mere fulfilling of the qualification, experience and other criteria prescribed for the post will not make the applicants eligible being called for interview.
- 11) The Institute reserves the right to defer or cancel the recruitment at any stage of processing without assigning any reason therefor.
- 12) No TA / DA will be paid for attending the Test / Interview.
- 13) The total no of vacancy mentioned in the advertisement is provisional. It may increase or decrease depending upon the requirement.
- 14) Request for change in the date of test / interview will not be entertained.
- 15) Canvassing in any form will disqualify the candidate.

- 16) The selected candidates will be required to join immediately.
- 17) 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.
- 18) 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.
- 19) 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.
- 20) The institute has the right to decide the mode of screening and test the applicant for short listing and selection.
- 21) Candidates shall have to produce original documents at the time of appearing for test / interview for verification.
- 22) The decision of the Institute in mode of screening, conduct of Test / Interview, selection process and appointment with terms and conditions shall be final and any claim whatever will not be entertained, as far as contractual positions are concerned.
- 23) The qualification prescribed should have been obtained from recognized University / Institutions.
- 24) No TA / DA shall be paid to the candidates attending the skill test / written test / interview.
- 25) Applications received through email / incomplete / not on prescribed format / without self-attested copies of relevant documents / not through proper channel will not be considered.
- 26) Candidates shortlisted for skill test / written test / interview will be informed through email as mentioned in the application form.
- 27) No age limit is applicable. Retired Central Government Employees may also apply.
- 28) 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 Junior Assistant (On Contract), Department of**”. The institute shall not be responsible for postal delays, if any.

- 30) Candidate should pay a non-refundable application processing fee of **Rs.100/-** for each application. Payment can be made through online only (**Link available in the Institute website**). Institute is not responsible for online payment interruption or failure. Fees once paid shall not be refunded / adjusted under any circumstances.

Candidates applied earlier based on the notification no : RGNIYD/SO-LA/2019/002 , dated : 15.12.2019 for the positions Section Officer (Academics) and Library Assistant shall not be considered and the same is treated as closed. The candidates who applied are requested to submit the fresh online application, if interested.

**Sd/-
Registrar**