

RAJIV GANDHI NATIONAL INSTITUTE OF YOUTH DEVELOPMENT
(Ministry of Youth Affairs & Sports, Govt. of India)
Sriperumbudur –602 105.(Tamil Nadu),Website : www.rgniyd.gov.in

Advt.No. 01/2017

Date: 02nd January, 2017

Rajiv Gandhi National Institute of Youth Development is an Institute of National Importance by an Act of Parliament in 2012 under the Ministry of Youth Affairs & Sports.

The Institute is keen on recruiting a **REGISTRAR** who has demonstrated excellence in the field of academic administration / teaching and shows great promise in continuing to do so.

Post	Registrar (01 Post- Unreserved)
Pay Structure	Pay Band – 4. (Rs. 37400-67000 with Grade Pay of Rs. 8700/- p.m.) (Pre-revised pay-scale)
Tenure of appointment	3 years from the date of joining or till the age of superannuation i.e., 60 years, whichever is earlier.
Essential Qualification	Master's Degree with atleast 55% of the marks or its equivalent grade of 'B 'in the UGC 7 point scale. (i) at least 15 years of experience as Asst. 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 (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.
Job Description	The Registrar of the Institute shall be the custodian of records, common seal, the funds of the Institute and such other property of the Institute as the Executive Council shall commit to his/her charge. The Registrar shall report to the Director and will be in over-all charge of administration of the Institute and will provide administrative support to the Director. The Registrar is Ex-officio Secretary of the Executive Council, Finance Council,

	Academic Council and of the Committees appointed by the authorities and may also be called upon to take up other duties assigned by the Director.
Age limit on the closing date for receipt of application	Preferably below 56 yrs.

General Conditions

1. The candidate must be a citizen of India.
2. Interested candidates should apply only through online
3. Print out of the online submitted application form (hard copy) along with its enclosures should be sent by post to "Assistant Registrar, RGNIYD, Post Box No. 6, Sriperumbudur on or before **23rd January, 2016**, duly super-scribed on the envelope: "Application for the post of REGISTRAR"
4. If already employed, the print out of the system generated application should be forwarded through the present employer, with latest Vigilance Clearance Certificate, so as to reach the "**Assistant Registrar, RGNIYD, Post Box No. 6, Sriperumbudur**", before **23rd January, 2016**.
5. RGNIYD will not be responsible for postal delay, if any.
6. Selected candidate 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.
7. 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.
8. Candidates shall have to produce the original documents at the time of appearing for the interview.
9. No correspondence or whatsoever regarding conduct/result of interview and reasons for not being called for interview will be entertained from candidates.
10. RGNIYD reserves the right NOT to fill the post advertised.
11. The prescribed essential qualification/experience indicated are a bare minimum and mere possession of these will not entitle the candidates to be called for interview. RGNIYD may restrict the number of candidates to be

called for interview to a reasonable limit, on the basis of qualification, experience in the relevant field and experience higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, furnish details of all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications prescribed along with documentary evidence.

12. The qualifications prescribed should have been obtained from recognized universities/institutions.
13. Print out of the system generated application must be accompanied by a one page write-up of the applicant's appreciation of the role and functions of the position of Registrar and how he/she can contribute to the Institute as well as why he/she considers oneself to be suited for the post.
14. RGNIYD reserves the right to summarily reject any application incomplete in any respect or does not have one or more of the prescribed enclosures.
15. The crucial date for determination of eligibility shall be the last date prescribed for the receipt of applications.
16. No correspondence will be entertained from candidates regarding postal delays, conduct of and result of interview, the reasons for not being called for interview or for not being selected, etc.
17. Canvassing in any form will disqualify the candidature.
18. If information given in an application is found to be incorrect/false, at any stage, the candidature is liable to be cancelled and any appointment made is liable to be terminated.