

Rajiv Gandhi National Institute of Youth Development (RGNIYD)

(Institution of National Importance by the Act of Parliament No : 35/2012)

Ministry of Youth Affairs & Sports, Government of India

Sriperumbudur – 602 105, Tamil Nadu.

www.rgnyd.gov.in

Email : recruitment.rgnyd@gmail.com

Phone : 044 - 27163127

Date : 15.06.2018

Walk-in-Interview for the post of Junior Assistant (08 Posts)

Advertisement No : RGNIYD/ADMIN/JA/2018/003

Rajiv Gandhi National Institute of Youth Development, Sriperumbudur is an Institute of National Importance and it is fully funded by Ministry of Youth Affairs and Sports, Government of India. It runs six Post Graduate courses and conducts various training programmes all over India in association with other Institutions for the development of youth. It is situated on the Chennai - Bangalore Highway on the outskirts of Sriperumbudur. Around 200 students are studying in this Institute.

Rajiv Gandhi National Institute of Youth Development, Sriperumbudur invites suitable candidates to appear for a walk in interview for the following non-teaching posts purely on contract basis :

1.	Name of the Post	:	Junior Assistant (On Contract)
2.	Department	:	Administration / Accounts / Academics / Examination
3.	No of Post	:	08 Posts
4.	Consolidated Pay	:	Rs.30,000/- per month
5.	Age Limit	:	Not Applicable. Retired Central Government Employees may also apply.
6.	Educational Qualification	:	Bachelor's Degree from a recognized University or Institute or College with a minimum of 60% marks.
7.	Experience	:	1) Experience in administration / academics / accounts / examination section in the Central Government Institution like IITs, NITs, IIITD&M, IIM, Etc. 2) Experience of working in E-Office System. 3) Knowledge of working in MS Word, MS Excel. 4) Working Knowledge in Tally ERP 9 for those candidates who are recruited for Accounts Section. 5) Knowledge of Rules and Regulation of Central Government, UGC Rules, Etc.
8.	Period of Contract	:	Initially for a period of 01 Year which may be extended further based on satisfactory performance.

Date of walk in interview	:	26.06.2018 (Tuesday)
Registration Time	:	08.00 AM - 09.30 AM
Interview Time	:	10.00 AM
Venue	:	Conference Hall

Duly filled in application form in the prescribed format (available in the institute website : www.rgniyd.gov.in) along with original certificates and one set of self-attested photo copy of certificates in support of educational qualification and experience with a valid photo ID card (Aadhar Card, Driving licence, Election Photo Identity Card or employment ID card issued by the Government of India or Government of the State) should be produced at the time of walk in interview to be conducted at Conference Hall, Rajiv Gandhi National Institute of Youth Development, Chennai to Bangalore Highway, Sriperumbudur, Kancheepuram District, Tamil Nadu. The applicants are requested **not to send the hard copy of application to the institute.**

Terms and Conditions :

- 1) The post is purely temporary and contract in nature.
- 2) Initial period of appointment will be for a period of one year. 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.
- 5) He/She is entitled to one casual leave for every completed 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 his/her conduct during the discharge of his duties are not appropriate.
- 8) He/She is not entitled to any other benefit other than the consolidated salary 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 walk in interview.
- 13) The total no of vacancy mentioned in the advertisement is only provisional. It may increase or decrease depending upon the requirement.
- 14) Request for change in the date of 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) Applications received by post / email / etc will not be considered by the institute. The candidate should submit the filled in application at the time of registration only.
- 18) Registration will be closed at the stipulated time on the given date. Candidate will not be entertained thereafter.
- 19) Any change in the date, and time for the walk in interview will be notified in the web-site of the Institute. The applicants should refer to the web-site of the Institute for any updated information.
- 20) Depending upon the number of candidates, interview may be conducted for more than a day and the candidates who have to appear for interview on any date subsequent to 26.06.2018 will be informed of the date of interview on the spot on 26.06.2018. Request for alteration in the date of interview will not be entertained. The decision of the Institute is final in this regard.

**Sd/-
Registrar**