

RAJIV GANDHI NATIONAL INSTITUTE OF YOUTH DEVELOPMENT
Ministry of Youth Affairs & Sports, Government of India
Post Box No.6, Sriperumbudur P.O, Tamil Nadu – 602 105.

Advt. No.: RGNIYD/Admin/LDO/LAT/2017

Rajiv Gandhi National Institute of Youth Development (RGNIYD), Sriperumbudur, Tamil Nadu, is an Institute of National Importance by an Act of Parliament under the administrative control of the Ministry of Youth Affairs and Sports, Government of India. RGNIYD functions as a vital resource centre with its multi-faceted functions of offering academic programmes at Post Graduate level encompassing various dimensions of youth development, engaging in seminal research in the vital areas of youth development and coordinating Training Programmes for state agencies and the officials of youth organization, besides the Extension and Outreach initiatives across the country.

Applications are invited from qualified persons for appointment on regular basis as mentioned below:

Sl.No.	Name of the Post/Pay Band	No. of Posts / Category of Post	Age Limit	Educational Qualifications and Experience prescribed for the post
1.	Library Attendant cum Typist PB-1 of Rs. 5200- 20200 + GP 1900	One (1) UR	25 years (Relaxable for Government servants up to five years in accordance with the instructions or orders issued by the Central Government, from time to time.)	<u>Essential:</u> i)HSC or equivalent ii)Typing speed of 30 WPM in English <u>Desirable:</u> i)Certificate course in Library Science/ Library & Information Science from a recognized Institute ii) Having Knowledge of Computer applications.

GENERAL CONDITIONS

1. The prescribed qualifications are the minimum and mere possession and fulfillment of the essential and desirable qualifications for the post does not entitle the candidate to be called for written test.
2. Application must be neatly typewritten on A-4 Size paper in the prescribed proforma (Annexure-I). The proforma can also be downloaded through the website www.rgnyd.gov.in
3. One recent passport size photograph should be pasted on the top right hand corner of the application and be signed by the self across.
4. Envelope containing application should be super-scribed with “APPLICATION FOR THE POST OF LIBRARY ATTENDANT CUM TYPIST”.
5. The candidates shortlisted for written test will be informed by post. The Institute will not be responsible for any postal delay.
6. Original certificates should be produced only at the time of written test.
7. Candidates in service may send an advance copy of application. However, advance application shall be entertained only when application through proper channel (Forwarding Authority) is received. It shall be necessary to furnish “No Objection Certificate” from the parent department/present employer at the time of test.
8. Applications received after expiry of the prescribed period and/or found to be incomplete in any manner or not submitted in prescribed proforma will not be entertained.
9. The decision of the Institute in respect of selections shall be final and no correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.
10. The application complete in all respects must be sent to “THE REGISTRAR, Rajiv Gandhi National Institute of Youth Development, Post Box No.6, Sriperumbudur, Tamil Nadu – 602 105.” **Latest by 20.04.2017.**
11. The process of recruitment may include Screening, Written Test as per number of eligible candidates.
12. The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates.
13. Application cost Rs.200/- in the form of DD drawn in the name of Director, RGNIYD payable at Sriperumbudur should be enclosed along with the application (SC/ST/PWD are exempted).

REGISTRAR

PROFORMA**RAJIV GANDHI NATIONAL INSTITUTE OF YOUTH DEVELOPMENT****PART-A**

1. Name of the Post : _____
2. Name in Full(in Block Letters) : _____
3. Father's/Husband's / Mother's Name: _____
4. Sex : _____
5. Date of Birth : _____ Age: _____
6. Nationality : _____
7. Application Cost(Rs. 200/-) : DD No: _____ Date: _____
- Name of the Bank: _____

Affix Latest
Photograph

8. a) Address for Correspondence (in block letters):

Pin Code _____.

Telephone _____

E-mail ID _____

- b) Permanent Address (in block letters)

Pin Code _____.

9. Whether you belong to (Please tick) : SC___ST___OBC___Gen___ PWD _____
(Attach copy of certificate) EXSM_____
10. Educational Qualifications :
(In chronological order from the Matric /SSLC and onwards)

Sl.No.	Degree/Specialization	University/Institution	Division or equivalent	Percentage of Marks

11. Professional Training :

Sl.No.	Organisation	Period		Particulars of Training
		From	To	

12. Knowledge of working on PC/Work station and Familiarity with software Packages
(Please specify): _____

13. Employment Record (details in reverse chronological order, starting with the last job),
if any:

Sl.No.	Name & Address of the Employer	Period of service in each post (Duration in Months)		Designation of post held & Scale of pay	Nature of work and level of responsibilities
		From	To		

PART –B

Additional details about present employer, if any.

1. (a) Present Pay Scale _____

(Central Govt./State Govt./PSU/Private Enterprises/Others)

(Please delete which are not applicable)

(b) If pay scale has been revised recently, state the date of revision and also the pre-revised pay scale _____

(i) Basic Pay _____ Pre-revised _____

Revised

(ii) Dearness Allowances

(iii) Other Allowances (Please specify)

Total _____

2. Please state whether working under :

- a) Central Government
- b) State Government
- c) Autonomous Organisation
- d) Government Undertaking
- e) Universities
- f) Private Organisation

3. Any other information you may wish to furnish _____
(in brief and no annexure be enclosed)

4. Name and address of 2 persons (Not related to you) who are well acquainted with your academic record and professional work for reference:-

1. _____ 2. _____

PART – C

DECLARATION

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/distorted. At any time I am found to have concealed/distorted any material information, my appointment shall be liable to be summarily terminated without notice/compensation.

Place _____

SIGNATURE OF THE CANDIDATE

Date _____

PART-D

FORWARDING AUTHORITY/EMPLOYERS ENDORSEMENT (In case of Employment)

This is to certify that Shri/Smt/Ms. _____ is working as _____ from _____ on *regular/contract/tenure appointment in our *department/institute/organization. The above details given by him/her are verified and found correct as per our records. It is further certified that no vigilance/disciplinary case and departmental enquiry is either pending or contemplated against him/her. The integrity of the officer is also certified. In case of *his/her selection,*he /she will be relieved on direct recruitment and *his/her lien *will/will not be retained by this organization.

* Strike out whichever is not applicable

Signature of the Employer with Office Seal

Date _____

Place _____

Note: Self attested copies of all the relevant document must be attached with the application