



राजीव गांधी राष्ट्रीय युवा विकास संस्थान
Rajiv Gandhi National Institute of Youth Development
युवा कार्यक्रम और खेल मंत्रालय, भारत सरकार
Ministry of Youth Affairs & Sports, Govt. of India
श्रीपेरुम्बुदूर /Sriperumbudur – 602 105



Date : 15.12.2019

Recruitment of Non-Teaching Positions

Employment Notice No : RGNIYD/SO-LA/2019/002

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 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	:	Section Officer
2.	Department	:	Academics
3.	No of Post	:	01 (One) – OBC
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.	<u>Essential :</u> Educational Qualification and Experience	:	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	:	i. Knowledge of working in E-Office System. ii. Knowledge of working in academic

			section, conducting examinations, admissions, entrance test, etc. iii. Knowledge of computer applications.
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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	:	i. Degree in Library Science from a recognized University. ii. Three years 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	:	i. Knowledge of working in E-Office System and computer applications. ii. Knowledge of working in Koha Library Management Software.

The online facility to apply will be available in the Institute’s website from **15.12.2019 to 14.01.2020 and will be closed at 11.59 PM on 14.01.2020**. Hardcopy of application along with all necessary enclosures should be sent to **“The Registrar, Rajiv Gandhi National Institute of Youth Development (RGNIYD), Chennai to Bangalore Highway, Sriperumbudur – 602 105, Kancheepuram District, Tamil Nadu”** so as to reach on or before **22.01.2020 by Speed Post / Courier only**.

GENERAL INSTRUCTIONS / INFORMATION TO CANDIDATES:

- 1) The candidate must be a citizen of India.
- 2) 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.
- 3) Candidates should carefully fill up all the details required in the online application form including age, education qualification, details of valid community / PwD 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 incorrect, it will lead to rejection of their candidature.

- 4) 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.
- 5) 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.
- 6) Any experience gained after the minimum qualifying degree will only be taken into consideration.
- 7) 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.
- 8) The institute has the right to decide the mode of screening and test the applicant for short listing and selection.
- 9) The institute reserves the right not to fill post advertised and to reject any or all applications without assigning reason.
- 10) 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 Registrar, Rajiv Gandhi National Institute of Youth Development (RGNIYD), Chennai to Bangalore 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.
- 11) 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.
- 12) Candidates shall have to produce original documents at the time of appearing for test / interview.
- 13) The qualification prescribed should have been obtained from recognized University / Institutions.
- 14) No TA / DA shall be paid to the candidates attending the skill test / written test / interview.
- 15) Applications received through email / incomplete / not on prescribed format / without self-attested copies of relevant documents / not through proper channel will not be considered.

- 16) Candidates shortlisted for skill test / written test / interview will be informed through email as mentioned in the application form.
- 17) Any dispute with regard to selection process will be subject to court / tribunal having jurisdiction over Chennai.
- 18) 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.
- 19) The age limit as on **14.01.2020** (last date for submission of online application) is indicated for the post.
- 20) The institute follows the reservation norms as per the Government of India rules for SC / ST / OBC / PwDs.
- 21) 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 Registrar, Rajiv Gandhi National Institute of Youth Development (RGNIYD), Chennai to Bangalore Highway, Sriperumbudur – 602 105, Tamil Nadu” by Speed Post / Courier** on or before **22.01.2020** mentioning on the cover **“APPLICATION FOR THE POST OF**”. The institute shall not be responsible for postal delays, if any.
- 22) The written test / skill test / interview will be held in **Rajiv Gandhi National Institute of Youth Development (RGNIYD), Chennai to Bangalore Highway, Sriperumbudur – 602 105, Tamil Nadu.**
- 23) Candidate should pay a non-refundable application processing fee of **Rs.300/-** for SC / ST / PWD candidates and **Rs.500/-** for Others (UR / OBC) categories 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.
- 24) The applicant has to fill up the fee receipt / reference number in the application form on the space provided thereon.
- 25) 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.
- 26) Candidates are advised to visit institute website www.rgnyd.gov.in periodically for updates regarding recruitment process.

Sd/-
Registrar