



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 : 24.05.2019

Recruitment for the post of Registrar

Advertisement No : RGNIYD/ADMIN/NT-REGULAR/2019/001

Rajiv Gandhi National Institute of Youth Development (RGNIYD) is an Institute of National Importance by an Act of Parliament in 2012 under the Department of Youth Affairs, Ministry of Youth Affairs and Sports, Government of India.

The Institute invites application from Indian Nationals possessing excellent academic record and relevant work experience for the post of **Registrar** in RGNIYD Sriperumbudur.

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| 1. | Name of the Post | : | Registrar |
| 2. | No of Post | : | 01 (One) – Unreserved (UR) |
| 3. | Classification | : | Group A |
| 4. | Pay Structure | : | 07 th CPC Level – 13 (Rs.1,23,100 – Rs.2,15,900) |
| 5. | Age Limit | : | Preferably below 56 years as on closing date of advertisement |
| 6. | Essential : Educational Qualification and Experience | : | Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale. (i) at least 15 years of experience as Assistant Professor in the AGP of Rs.7000 (6 th CPC) and above or with 8 years of service in the AGP of Rs.8000 (6 th CPC) 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. |
| 7. | Desirable: Educational Qualification and | : | (i) Qualification in area on Human Resource Management / Law |

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| | Experience | (ii) Experience in handling administration / Legal / Financial / Establishment matters. (iii) Experience of working in E-Office System. |
| 8. | Tenure of appointment | : On tenure basis for a period of 3(three) years i.e. 3 years from the date of joining or till the age of 60 years whichever is earlier. |
| 9. | 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 Member Secretary of the Executive Council, Academic Council and Building & Works Committee and Ex-Officio Member of Finance Committee and any other duties assigned by the Director. |

The online application facility will be available in the Institute's website from **24.05.2019 to 14.06.2019** and will be closed at **23.59 hrs** on **14.06.2019**.

GENERAL INSTRUCTIONS / INFORMATION TO CANDIDATES:

- 1) The candidate must be a citizen of India.
- 2) Interested candidates should apply **only through online.**
- 3) The applicant is requested **not to send the hard copy of application to the institute.**
- 4) The hard copy of application along with the self-attested copy of certificates should be submitted **only by the shortlisted candidates at the time of interview** for verification failing which the candidate will not be allowed to attend the interview.
- 5) 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.
- 6) Candidates should carefully fill up all the details required in the online application form including age, educational 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.
- 7) 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 online application.

- 8) 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 should be attached.
- 9) The prescribed essential qualifications / experience indicated are bare minimum and mere possession of the same will not entitle the candidate to be called for Interview.
- 10) Any experience gained after the minimum qualifying degree will only be taken into consideration.
- 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 the 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 institute reserves the right not to fill post advertised and to reject any or all applications without assigning any 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 copy, which will be considered provisionally. Candidates will be allowed to appear for the interview only if the applications are duly forwarded (proper channel) by the employer.
- 14) Selected candidates will be covered under the New Pension Scheme (NPS) as notified by the Government of India, Ministry of Finance vide notification No. 5/7/2003ECB&PR dated : 22nd December, 2003.
- 15) 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.
- 16) The qualification prescribed should have been obtained from recognized University / Institutions.
- 17) TA / DA as per Govt. of India rules shall be paid to the candidates attending the 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) RGNIYD reserves the right to summarily reject any application incomplete in any respect or does not have one or more of the prescribed enclosures.
- 20) The crucial date for determination of eligibility shall be the last date prescribed for the receipt of applications.
- 21) No correspondence will be entertained from candidates regarding conduct of and result of interview, the reasons for not being called for interview or for not being selected, etc.
- 22) Candidates shortlisted for interview will be informed through email / speed post as mentioned in the application form.
- 23) Any dispute with regard to selection process will be subject to court / tribunal having jurisdiction over Chennai.
- 24) Canvassing in any form / bringing in any influence 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.
- 25) The age limit as on **14.06.2019 (last date for submission of application)** is indicated for the post.
- 26) The institute follows the reservation forms as per the Government of India rules for SC / ST / OBC / PWDs.
- 27) Applicants are advised to submit the online application well in advance without waiting till last date.
- 28) The Institute reserves the right to relax any of the qualifications, experience, etc., in deserving cases. However, this cannot be claimed as a right.
- 29) The interview will be held in **Rajiv Gandhi National Institute of Youth Development (RGNIYD), Chennai to Bangalore Highway, Sriperumbudur – 602 105, Tamil Nadu.** Change of venue, if any, for interview will be intimated later.
- 30) The Registrar is not entitled to separate car facility.
- 31) Application fee : **Rs.500/-** for SC / ST / PWD candidates and **Rs.1,000/-** for Others (UR / OBC) categories. Payment can be made through online only (**Link available in the Institute website**). Fees once paid shall not be refunded / adjusted under any circumstances.
- 32) The applicant has to fill up the fee receipt / reference number in the application form on the space provided thereon.
- 33) 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.

34) Candidates are requested to visit institute website www.rgnyd.gov.in periodically for updates regarding recruitment process.

| Important Dates | | |
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| Opening date for on-line application | : | 24.05.2019, 06.00 hrs |
| Closing date for on-line application | : | 14.06.2019, 23.59 hrs |

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Assistant Registrar