

# RAJIV GANDHI UNIVERSITY

(A Central University )

Rono Hills, Doimukh - 791112

Arunachal Pradesh

No. EG-210/88(Vol-II)

Dated the 12<sup>th</sup> November, 2020

## ADVERTISEMENT

The Rajiv Gandhi University is going to engage 5 (five) Stenographers purely on contractual basis. The engagement shall be initially for a period of 6 (six) months however, extendable on requirement and on assessment of performance. Other details are given below:

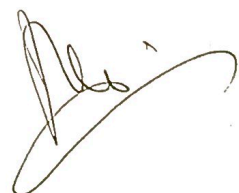
Sl No.	Name of the post	No. of post	Consolidated remuneration	Age	Educational & other qualifications
1.	Stenographer-III	05	13,163/-	18-28 years (relaxation to (SC/ST/OBC) as per GoI rule	Graduate or equivalent degree from any recognized Universities. Having completed one year course in short hand/Stenography & must possess a speed of 80 strokes per minute in stenography. Having completed 6 (six) months computer course & must possess a speed of 40 words per minute in computer key board.

1. Candidates applying for the post of Stenographer shall have to first appear in the proficiency test in stenography 5 minutes & translation 20 minutes on 4<sup>th</sup> January, 2021 from 10.00 am onwards at Computer Browsing Centre adjacent to the Department of Mass Communication, RGU.

The results of the selected candidates for appointment shall be displayed in the University website ([www.rgu.ac.in](http://www.rgu.ac.in)) and University Notice Board.

### Important Note :

- a. The candidates must reach Computer browsing adjacent to the Department of Mass Communication centre for registering themselves for allotment of roll number in between 9.30 a.m to 10.30 a.m. during the day of interview. After 10.30 a.m. onwards no registration shall be done in any case.
- b. The candidates are requested to bring filled up application form in neat & clean handwriting or in computer typing during the day of interview enclosing one copy of self attested certificates (photocopy) of mark-sheet of class X, XII, & Graduation, , Aadhaar card, caste certificate, PRC, DCA, certificate in Stenography along with an application form. (may be obtained from the University website [www.rgu.ac.in](http://www.rgu.ac.in)).
- c. DCA and Stenography certificate must have specific tenures of course i.e 6 (six) months. Certificate without specific duration shall not be entertained in any case.
- d. 2 (two) copies of recent passport size photographs need to be submitted of which one copy should be pasted in the right corner at the top of the application form.

 (contd. to page-2)

- e. The date for determining age shall be the date of interview.
- f. If anybody found canvassing in favour of candidates directly or indirectly, the University reserved the right to cancel candidature of such candidates at any point of time and shall lead to cancellation of candidature of the candidates. Violation of the code of conduct will be treated as misconduct and will be brought to the notice of Selection Committee.
- g. Incomplete application (s) form shall be summarily rejected.
- h. The University reserves the right to fill or not to fill any of the posts advertised.
- i. The candidates shall not be allowed to carry any type of electronic devices in the examinations hall.

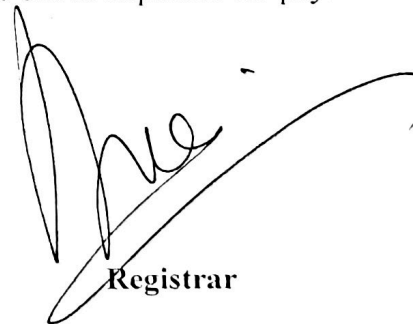
Sd/-  
Registrar

Memo No. EG-433/2013/ACS/

Dated the .... November'2020

**Copy to :**

1. The PS to the Vice-Chancellor for information.
2. The PS to Registrar for information.
3. The System Analyst, Computer Centre for information and with a request to host the advertisement in the University website.
4. The Assistant Registrar (Bill & DDO) for information.
5. The Advertisement Manager, Arunachal Times, Bank Tinali, Itanagar with a request to publish the advertisement in their esteemed daily in one single issue and submit the bill in duplicate for payment from this end please.
6. All Notice Board.
7. Order book.
8. Office copy.



Registrar

Roll No.

(for office use only)

2 (two) recent  
passport size  
photograph Self-  
attested

### APPLICATION FORM FOR THE POST OF STENOGRAPHER

1.	Name of the Applicant (in block letters)		:				
2.	Father's name		:				
3.	Mother's name		:				
4.	Telephone/Mobile number		:				
5.	E-Mail ID		:				
6.	Date of Birth & / Age as on 04/11/2020		:DoB :	Years,		Months,	Days
	Present address for correspondence		:				
7.	Permanent Home address		:				
8.	Academic Qualification (Please attach attested copies of certificate)		:				
	Sl. No.	Examination passed	Division with % of marks	Subject	Year of passing	Board/ Univer sity	Distinction achieved, if any
	1.						
	2.						
	3.						
	4.						
9.	Whether belong to: (a) Scheduled Cast (b) Scheduled Tribe (c) Other Backward Cast (d) Un-reserved (Please attach self attested copy of Certificate)			:Yes/No :Yes/No :Yes/No : Yes/No			
10.	Any other qualifications if any,			:			
11.	Work Experience if any,			:			
12.	Details of enclosures attached with the application			:			

I certify that the above information's are correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which may impair my fitness for employment in Rajiv Gandhi University, Rono Hills: Doimukh, Arunachal Pradesh.

Date:

Full Signature of the applicant  
Name :