



RAJIV GANDHI UNIVERSITY
(A Central University)
Rono Hills, Doimukh - 791112
Arunachal Pradesh

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

Dated the 4th January'2021

ADVERTISEMENT

An Application in prescribed form is invited from the citizen of India for filling-up of the 5 (five) posts of 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 written test in English-100 marks comprising of multiple choice questions, essay, letter writing, grammar, phrase and English compilation of 2 (two) hours durations and proficiency test in stenography and computer. The time for proficiency test in stenography shall be of 5 minutes & translation 20 minutes and shortlisted candidates shall also have to personal interview.

Important Note :

- a. The candidates are requested to submit filled up application form in neat & clean handwriting or in computer typing enclosing one copy of self attested certificates (photocopy) of mark-sheet of class X, XII, & Graduation, Aadhaar card, caste certificate, PRC, OBC (NCL), DCA, certificate in Stenography. An application form is available in the University website www.rgu.ac.in. for downloading.
- b. The Candidates are required to pay an application fee of Rs. 200/- (Rupees two hundred) only along with the application. The filled in application with detail dossiers along with 2 recent passport size of photographs pasted in application form is to be submitted in a sealed cover envelop super scribed with "Post Applied for", to the Registrar, Rajiv Gandhi University, Rono Hills, Doimukh-791112. An application without application/postal fee shall summarily be rejected.
- c. **Mode of Payment:** the application/postal charge fees have to be submitted through demand draft drawn in favour of Registrar, Rajiv Gandhi University, Rono Hills, Doimukh-791112, payable at Bank of Baroda, Arunachal University Branch only.

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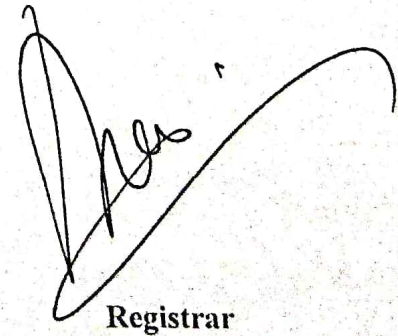
- d. Diploma in Computer Application (DCA) and Stenography certificate must have specific tenures of course i.e., 6 (six) months. Certificate without specific duration shall not be entertained in any case.
- e. The date for determining age shall be the last date of submission of an application.
- f. 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. Application received after the last date of submission of application due to postal delay shall be not entertained.
- i. The University reserves the right to fill or not to fill any of the posts advertised.
- j. The candidate without admit card shall not be allowed to seat in the examinations hall.
- k. The candidates shall not be allowed to carry any type of electronic devices in the examinations hall.
- l. The date of an interview, time and venue shall be notified in the admit card. The admit card must be downloaded from the website by the candidates.
- m. The last date for receipt of an application is 22/01/2021 upto 4.30 p.m.

Sd/-
Registrar

Memo No. EG-210/88(Vol-II)/
Copy to :

Dated the January'2021

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.
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 22/01/2021	:DoB :	_____	_____	_____		
	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 :