



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 : 08.07.2020

Advt. No. RGNIYD/ADMIN/Esst./2020-21/003

Recruitment for the post of Consultant (Administration)

Rajiv Gandhi National Institute of Youth Development (RGNIYD) Sriperumbudur, Tamil Nadu is functioning under Department of Youth Affairs, Ministry of Youth Affairs & 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 organizations, besides the extension and outreach initiatives in rural, urban as well as tribal areas.

RGNIYD serves as a youth observatory and depository in the country thereby embarking on youth surveillance on youth-related issues. It has a wide network with various organizations working for the welfare and development of young people and serves as a mentor.

Applications are invited from eligible candidates for engagement as **Consultant (Administration)** :

Name of the Post	Consultant (Administration)
No. of Posts	01 (One)
Place of posting	Sriperumbudur
Educational Qualification	Minimum a Graduate in any discipline
Desirable Qualification	Conversant with working knowledge in computer
Age as on 31st July 2020	Not exceeding 64 years
Experience	Should have retired in minimum Pay Level 10 (Grade Pay 5400 as per 06 CPC) from Govt. of India Institute (or) University (or) State University with experience in Academic and Examination related works.
Consolidated salary	Equivalent to last pay drawn minus pension
Period of Appointment	03 Months
Nature of Duties	To look after General Administration, Legal Matters, Establishment, etc.

TERMS AND CONDITIONS :

- 1) The post is purely temporary and contractual in nature.
- 2) Initial period of appointment will be for a period of **03 months**. Depending upon the performance of the candidate or the need to keep the post, the contract may

be extended for a further period on such terms and conditions as the administration of the Institute may decide.

- 3) The services of the candidate may be terminated by the Institute without assigning any reason therefor.
- 4) The candidate may quit the services of the Institute after giving one month's notice in advance.
- 5) The Institute may terminate his/her services after giving one month's notice in advance. However the Institute reserves its right to terminate his/her services immediately if his/her services are not satisfactory or his/her conduct during the discharge of his/her duties are not appropriate to his/her status.
- 6) He/she is not entitled to any other benefit other than the salary.
- 7) Mere submission of application will not qualify the candidates for being called for interview. The Institute reserves the right to call for interview only those candidates, whom, the Institute may deem fit, will be suitable for the post.
- 8) The Institute reserves the right to reject all or any of the applications received for the post. Mere fulfilling of the qualification, experience and other criteria prescribed for the post will not make the applicants eligible for being called interview.

MODE OF SELECTION

- 1) Shortlisted candidates may have to appear for personal interview.
- 2) Date and time for the personal interview will be intimated to the applicants through email only.
- 3) No TA/DA will be paid for attending the interview.
- 4) No accommodation will be provided for attending the interview.
- 5) Request for change in the date of interview will not be entertained.
- 6) Canvassing in any form will disqualify the candidate.

SUBMISSION OF APPLICATION

- 1) The applicant should fill the application through **online only**.
- 2) The applicant is requested **not to send** the hard copy of application to the institute.
- 3) The last date for submission of online application is **31st July 2020** till midnight.
- 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.**

**Sd/-
Registrar**