



राजीव गांधी राष्ट्रीय युवा विकास संस्थान
Rajiv Gandhi National Institute of Youth Development
युवा कार्यक्रम विभाग / **Department of Youth Affairs**
युवा कार्यक्रम और खेल मंत्रालय, भारत सरकार
Ministry of Youth Affairs & Sports, Government of India
श्रीपेरुम्बुदूर **Sriperumbudur – 602105 / तमिल नाडु /Tamil Nadu**

Date: 16.10.2022

Recruitment of Junior Assistant (Contract)
Notification No: RGNIYD/Contract NT/2022-23/007

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 from Indian Nationals possessing excellent academic record and relevant work experience for contractual positions for the following post in the Rajiv Gandhi National Institute of Youth Development (RGNIYD), Sriperumbudur, Tamil Nadu.

Eligibility Criteria:

1.	Name of the Post	:	Junior Assistant (On Contract)
2.	Department / Section	:	Administration / Examination / Academic
3.	No of Post	:	03 (Three) Posts
4.	Remuneration	:	Rs.30,000/- per month
5.	Age Limit	:	Not Applicable. Retired Central Government Employees may also apply.
6.	Educational Qualification	:	Any Bachelor's Degree from a recognized University (or) Institute (or) College with a minimum of 60% marks.
7.	Experience	:	1) Minimum of 2 years of experience in Administration / Academic / Examination Section in the Central Government Educational Institutions / Central Universities. 2) Experience of working in E-Office System. 3) Knowledge of working in MS Word and MS Excel. 4) Knowledge of Rules and Regulation of Central Government (CCS / CCA), UGC Rules etc.
8.	Mode of Recruitment	:	The post is purely temporary and contract in nature.
9.	Period of Contract	:	Initially for a period of 11 months which may be extended further based on satisfactory performance and requirement of service.

Link for filling up of Online Application will be available in the Institute's website from **16.10.2022 to 31.10.2022 and will be closed at 11.59 PM on 31.10.2022**. Candidates are requested to visit the institute website (www.rgnyd.gov.in) regular for updates. No separate intimation will be sent to the candidates.

Instructions to the Candidates for Contractual Positions:

- 1) The post is purely temporary and contract in nature.
- 2) Initial period of appointment will be for a period of 11 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) No accommodation will be provided in the campus.
- 5) He / She is entitled to one casual leave for every completed calendar month of service.
- 6) He / She may quit the services of the Institute after giving one month's notice in advance.
- 7) The Institute may terminate the services of any candidate after giving one month's notice in advance. However the Institute reserves the right to terminate his / her services immediately, if his / her services are not satisfactory or conduct during the discharge of his duties are not appropriate.
- 8) He / She is not entitled to any other benefit other than the consolidated remuneration of **Rs.30,000/- per month** (Rupees thirty thousand only).
- 9) The post is purely temporary. The applicant, if appointed, is not entitled to stake his claim for permanency in the post.
- 10) The Institute reserves the right to reject all or any of the applications received for the said post. Mere fulfilling of the qualification, experience and other criteria prescribed for the post will not make the applicants eligible being called for interview.
- 11) The Institute reserves the right to defer or cancel the recruitment at any stage of processing without assigning any reason therefor.
- 12) No TA / DA will be paid for attending the Test / Interview.
- 13) The total no of vacancy mentioned in the advertisement is provisional. It may increase or decrease depending upon the requirement.
- 14) Request for change in the date of test / interview will not be entertained.
- 15) Canvassing in any form will disqualify the candidate.
- 16) The selected candidates will be required to join immediately.
- 17) 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.

- 18) 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.
- 19) 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.
- 20) The institute has the right to decide the mode of screening and test the applicant for short listing and selection.
- 21) Candidates shall have to produce original documents at the time of appearing for test / interview for verification.
- 22) The qualification prescribed should have been obtained from recognized University / Institutions.
- 23) Applications received through email / incomplete / not on prescribed format / without self-attested copies of relevant documents / not through proper channel will not be considered.
- 24) Candidates shortlisted for skill test / written test / interview will be informed through email as mentioned in the application form.
- 25) No age limit is applicable. Retired Central Government Employees may also apply.
- 26) 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 Assistant Registrar (Administration), Rajiv Gandhi National Institute of Youth Development (RGNIYD), Bangalore to Chennai Highway, Sriperumbudur – 602 105, Kancheepuram District, Tamil Nadu” by Speed Post / Courier** on or before the last date mentioning on the cover **“Application for the post of Junior Assistant (On Contract), Department of**”. The institute shall not be responsible for postal delays, if any.
- 27) 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.

Important Dates:

Opening date for on-line application	:	16.10.2022, 06.00 hrs.
Closing date for on-line application	:	31.10.2022, 23.59 hrs.
Last date of receiving Hard Copy of the application along with necessary enclosures.	:	04.11.2022, 18.00 hrs.

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सहायक कुलसचिव /
Assistant Registrar