



**Notification No. RGUKT/Estt/AO/Advt-I/2020**

**Dt. 07.01.2020**

Rajiv Gandhi University of Knowledge Technologies (RGUKT) invites applications in the prescribed form for the post of **Administrative Officer** to the following campuses located in the Andhra Pradesh.

1. RGUKT Nuzvid campus, Nuzvid, Krishna District
2. RGUKT RK Valley campus, Idupulapaya, Vempalli, Kadapa District
3. RGUKT Ongole campus, Prakasam District
4. RGUKT Srikakulam campus, Etcherla, Srikakulam District

The soft copy of the application form may be downloaded from University website i.e. [www.rgukt.in](http://www.rgukt.in). The applicants are requested to refer to the **Act 18 of 2008** for roles and responsibilities for the post of Administrative Officer.

The applicants, who wish to apply for more than one campus, need to apply separately for each campus.

Persons of the highest level of competence, integrity, morals and institutional commitment are to be appointed as Administrative Officer to the above campus. Persons with distinguished academics, experience as Professor / Associate Professor / Deputy Registrar in a University / Deputy Secretary in a Govt. Department with minimum of ten years of Administrative Experience not below the rank of Associate Professor or in an equivalent position in a reputed research and / or academic administrative organization, may apply. The selection process will involve both public notification and talent search. The salary will be fixed as per University/State Government norms.

The applicants are required to make note of the following stipulations while sending the applications:

1. Applicants should sign on the consolidated sheet of information and enclose the following documents mandatorily along with the Bio-data. If the documentary proofs are not enclosed, such applications will be rejected without any further notice.
  - (i) Documentary proof of Professor / Associate Professor and date of retirement – Proof in the form of proceedings
  - (ii) Certificate signed by the Registrar based on the records of the University indicating the following:



- (a) Date of Birth
  - (b) Date of appointment as Lecturer / Asst. Professor
  - (c) Date of appointment as Reader / Associate Professor
  - (d) Date of appointment as Professor
  - (e) Total length of service as Professor
  - (f) Total left over service before superannuation
  - (g) Date of superannuation
2. The applicants should follow the structure given below in compiling the bio-data.
    - (i) Bio-data with the list of details of each component in the sequence of columns of excel sheet and additional information, if any.
    - (ii) A separate index sheet indicating the category of each component and followed by enclosures.
    - (iii) Paper cuttings and Photos at the end
  3. Applicants should sign on each page of the bio-data (not enclosures) and send Bio-data along with enclosures in the form of spiral binding in the format prescribed in point 2.
  4.
    - i) The tenure of the post is 3 (Three) years.
    - ii) The age of retirement is 60 years.
  5. Applicants are required to send filled-in excel sheet in excel softcopy format (not PDF or any other form) to the email prescribed with "Applicant name as the file name" to ***chancellor@rgukt.in***.

Candidates should submit **three sets** of application with detailed bio-data highlighting achievements, academic and administrative experience in the prescribed format. The filled-in application should reach the address given below on or before **5.00 PM on 07.02.2020**.

***The Office of the Chancellor  
Administrative Building (I3-Block)  
RGUKT Nuzvid campus  
Nuzvid, Krishna District,  
Andhra Pradesh - 521202***

*Note: University is not responsible for any postal delay.*

Date : 07.01.2020  
Place: Nuzvid

Office of the Chancellor  
RGUKT-AP