

राजीव गांधी राष्ट्रीय विमानन विश्वविद्यालय
RAJIV GANDHI NATIONAL AVIATION UNIVERSITY

Office Order No. RGNAU/ESTT/2026/040 Dated 22nd May 2026

In pursuance of Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, Government of India Office Memorandum No. 43011/153/2010- Estt. (Res) dated 4th January 2013 and to assist the Liaison Officer in matters related to reservations in posts and services as per Government of India rules for functioning of **Reservation Cell of the Rajiv Gandhi National Aviation University**, Fursatganj, Dist. Amethi, Uttar Pradesh a **Reservation Cell for SC, ST, PwBD and OBC** has been constituted. The members of the Reservation Cell of the University are:

1. Shri Jitendra Prasad, Controller of Examinations and Liaison Officer for Other Backward Class (OBC), Rajiv Gandhi National Aviation University - Convenor
2. Dr. Anand Hindolia, Associate Professor, School of Management and Liaison Officer for SC, ST & PwBD, Rajiv Gandhi National Aviation University - Member
3. Shri Shiv Kumar, Deputy Registrar, Stores & Purchase Section and Liaison Officer for Economically Weaker Section (EWS) & Ex-Servicemen, Rajiv Gandhi National Aviation University - Member
4. Shri Rajat Kumar Babra, Lower Division Clerk Dept. of Aerospace Engg., Rajiv Gandhi National Aviation University - Member

The Roles & Responsibilities of the Reservation Cell will include all the affairs relating to reservation but not limited to the followings:

1. The main responsibility of the Reservation Cell is to maintain Reservation Rosters for all the categories in the University both for direct recruitment and in promotions.
2. The cell monitors the backlog position and initiates measures for eliminating the backlog posts.
3. Annual statistical returns pertaining to enrolment and recruitment of SC/ST/OBC/PwBD in admissions, employment, allotment of Hostels, Residential quarters etc. are regularly maintained and submitted to competent authority.
4. Providing statistical information periodically and promptly on all aspects to Ministry of Civil Aviation, Parliamentary Committee on SC/ST/OBC Welfare, Lok Sabha, Rajya Sabha and to National Commission for SCs/STs etc.
5. Sending replies to Parliament questions and such other relevant information to the Parliamentary Committee on Welfare of the SCs/STs/OBCs/PwBD and General from time to time.
6. Provide guidance to various University Committees in respect of promotion/recruitment, house allotment etc. on the latest rule position concerning SC/ST/OBC/PwBD reservations.
7. The cell, in the ultimate analysis, to be a user friendly Counsellor to all SC/ST/OBC/PwBD employees and students.

This issues with the approval of the Competent Authority.


कुलसचिव/Registrar

To,

The Convenor & Members of the Reservation Cell

Copy to:

1. All Deans
2. All Heads/Coordinators of the Departments/Centre/School/Section/Unit
3. Finance Officer
4. Controller of Examinations
5. Librarian (Officiating)
6. All Deputy Registrars
7. Dy. Registrar (Meeting) – to please report it in the next meeting of Executive Council.
8. Officer on Special Duty (AAE & HR)
9. Medical Officer
10. Hindi Officer
11. System Analyst – please upload it on University website.
12. Security Officer
13. PS to the Vice Chancellor
14. PS to the Registrar
15. Office Order/Guard File