



राजीव गाँधी राष्ट्रीय विमानन विश्वविद्यालय
RAJIV GANDHI NATIONAL AVIATION UNIVERSITY
नागर विमानन मंत्रालय, भारत सरकार के तहत एक केंद्रीय विश्वविद्यालय
(A Central University under Ministry of Civil Aviation, Govt. of India)
2013 में संसद के एक अधिनियम द्वारा स्थापित
Established by an Act of Parliament in 2013

Advertisement No.: RGNAU/5266/01/ADMIN/PT/1728

Date: June 17, 2025

Engagement of Professional Trainee in the field of Management, Finance & Accounts, Library and Engineering

The Rajiv Gandhi National Aviation University (RGNAU), a Central University, was established by an Act of Parliament called the "Rajiv Gandhi National Aviation University (RGNAU) Act, 2013" (No. 26 of 2013) having its headquarters at Fursatganj, Dist. Amethi, Uttar Pradesh. The university has been envisaged as the premier institution of higher learning within the aviation milieu aimed at providing cutting edge and critical research to enhance the aviation industry in India.

2. The University invites applications from the Indian Nationals for engagement of **Professional Trainees in the following fields:**

- i. Management – 1 No.
- ii. Finance & Accounts – 2 Nos.
- iii. Library – 2 Nos.
- iv. Engineering (Civil / Electrical) – 1 No.

3. The eligibility criteria are as under:

Educational Qualification

- **Management:** MBA in Human Resources (HR) / General Management / Management Information Systems / Education Management
- **Finance & Accounts:** Graduate with semi-qualified (Intermediate level) CA / CMA(ICWA) from Institute of Chartered Accountants of India (ICAI) or Institute of Cost Accountants of India (ICAI)
- **Library:** Integrated M.Lib
- **Engineering:** B.Tech. in Civil / Electrical Engineering
- All the applicants must have good computer proficiency

4. **Age Limit:** Should not exceed 30 years as on the last date of submission of Online application.

5. **Duration of engagement:** Initially for a period of one year which may be extended for maximum one more year (Max engagement duration 2 years).

6. **Monthly Stipend:**

- (i) First Year of engagement: Rs. 20,000/-
- (ii) Second /Final year of engagement, if extended: Rs. 22,000/-

7. **Termination:** Any kind of indiscipline, Irregularity will lead to short closure of training period without showing any cause or prior notice.

8. **Other Facilities:** Shared accommodation may be provided to the trainees **subject to availability**. Room Rent, water charges, electricity charges and charges for any other services rendered shall be recovered as per University rules and as per actual use at the rate fixed by the University from time to time. Apart from the above, no other benefits will be extended to the incumbents.

9. **Scope of Training:** The selected trainees will be required to engage for 6 days in a week. They will be engaged in the work related to their respective fields as per Clause no. 2 above, of the University.

10. **Leave:** 01 day leave for each completed month of training.

11. **General Instructions and Essential Information:**

- i. The University reserves the right to fill or not to fill any or all the posts advertised for any reasons whatsoever.
- ii. The University reserves the right to withdraw the advertisement, either partly or wholly, at any time without assigning any reason.
- iii. The University reserves the right to increase or decrease the number of trainees.
- iv. Degrees obtained by the candidate should have been awarded by a recognized University / Institute.
- v. **Candidates who wish to apply are required to submit filled-in and signed application in the prescribed format as per Annexure-I. The scanned application form along with all supporting documents in a single PDF file to be sent by email to pt.recruit@rgnau.ac.in. Hard copy submission is not required.**
- vi. **The last date for submission of application by email is 16th July 2025.**
- vii. Candidates need to RETAIN hard copy of Application Form along with all copies of certificates / educational qualification / experience / testimonials and other requisite documents in support of eligibility, which are required to be submitted at the time of interview, if shortlisted.
- viii. Candidates who have obtained degrees or diplomas or certificates for various courses from any Institution declared fake / derecognized by the University Grants Commission, New Delhi shall not be eligible for being considered for recruitment to the posts advertised.
- ix. It shall be the responsibility of the applicant to assess his own eligibility for the training field for which training is being offered in accordance with the prescribed qualifications, experience, etc. mentioned in this present advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the applicant detected at any point of time shall lead to termination of his/her training.

- x. Candidates shall have to produce original certificates relating to his/her age, qualifications, experience etc., at the time of appearing in Interview.
- xi. The candidate is required to be physically / online present for the interview on prescribed date, time and venue and no request for change in the schedule will be entertained.
- xii. No correspondence whatsoever will be entertained from the candidates regarding conduct and result of selection and reasons for not being selected.
- xiii. Incomplete application will be out-rightly rejected. Age and qualifications will be reckoned as on the closing date of submission of online application form.
- xiv. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the University shall be final.
- xv. If the number of applications received in large numbers, the additional screening criteria may be adopted by the Screening Committee for the purpose of shortlisting before interview.
- xvi. The University may decide its own method of shortlisting and evaluating the performance of the candidates in interview.
- xvii. The following categories of persons shall not be eligible to apply for any position in the University:
 - a. Who has been convicted by any Court of Law or any criminal proceedings are pending against him;
 - b. Who is not a citizen of India; and
 - c. Any other category of person disqualified for appointment by the Govt. of India/UGC.
- xviii. The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the University shall remain within the office.
- xix. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of the assignment without the express written consent of the University.
- xx. Any reports / returns / data information etc. generated during the service period by the appointee shall be exclusive property of the University and he/she will have no claim over it.
- xxi. The applicant shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the office nor will he/she indulge in any activity outside the statutory terms of the employment.
- xxii. The Professional Trainee will not have any right to claim any benefit / compensation / absorption / regularisation of service with the University nor will they be conferred any seniority in any grade of the University.
- xxiii. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Lucknow.

- xxiv. **Prohibition of conflicting activities:** The appointee will not engage either directly or indirectly, in any business or professional activities that would conflict with activities assigned to him/her.
- xxv. No TA / DA shall be paid for attending interview.
- xxvi. Call Letters and other correspondence for attending the interview, etc., shall be sent to the eligible candidates by email only and web notification in this regards shall be displayed on the University website.
- xxvii. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the Vice-Chancellor, Rajiv Gandhi National Aviation University in all matter relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination / interview shall be final and no query or correspondence shall be entertained in this connection from any individual.
- xxviii. Candidates in their own interest are advised to check regularly the University website www.rgnau.ac.in. They should also regularly check their email account for updates.
- xxix. The terms and conditions of appointment shall be communicated to the candidate in the form of “offer of appointment” to selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.

Sd/-
कुलसचिव / Registrar

ANNEXURE-I

**FORMAT OF APPLICATION FOR THE POST OF PROFESSIONAL TRAINEE IN
RGNAU ON STIPEND BASIS**

Name of the post applied for				
Field of post	i. Management [] ii. Finance & Accounts [] iii. Library [] iv. Engineering (Civil / Electrical) [] Please tick (✓) on any one of the above options			
Name of the applicant (IN BOLD LETTERS)				
Gender	MALE / FEMALE			
Date of Birth	DD	MM	YYYY	In words:
Father's Name/ Husband's Name				
Community to which belong (Make a ✓ in the appropriate box)	SC	ST	OBC	UR
Aadhaar no. / VID				
Languages known				
Permanent Address with pin code				
Correspondence Address with pin code				
Contact Details	Mobile			
	Email-Id			

Self-Attested recent passport size photograph
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2. Educational Qualification

Level	Name of the Course	% of Marks Obtained / CGPA	Division	Name of Institution and University	Stream/Topic of Specialization	Division / Class
Post-Graduation						
CA / CMA Inter (ICWA)						

Level	Name of the Course	% of Marks Obtained / CGPA	Division	Name of Institution and University	Stream/Topic of Specialization	Division / Class
Graduation						
Diploma						
10+2						
Matriculation						
Additional qualification, if any						

3. Previous Training / Internship / Apprenticeship etc.

Type of Training / Internship / Apprenticeship	Name of Organisation	Stipend during training	Area of training	Period of Training		Training period (in Years and Months)
				From (Date)	To (Date)	

4. (a) Whether having Computer proficiency: Yes / No

(b) If yes, types of Applications / Softwares known:

5. Why should you be considered for the training? (upto 500 Words)

6. Any other information (upto 500 Words)

7. Declaration.

I, hereby declare that all the statements/ particulars made/furnished in this application are true, complete and correct to the best of my knowledge and belief. I also declare and fully understand that in the event of any information furnished being found false or incorrect at any stage, my application/candidature is liable to be summarily rejected at any stage and if I am already appointed, my services are liable to be terminated without any notice. I understand that furnishing any false information may also lead to penal action against me, as per law.

(Signature of the Applicant)

Place:

Date: