RAJIV GANDHI NATIONAL AVIATION UNIVERSITY
Fursatganj, Amethi, Uttar Pradesh

July 25, 2025

Advertisement Number : RGNAU/5230/01/ADMIN/1431 Dated 09.12.2024
Name of the Post   : **Assistant**

Reference to the notification for **Provisionally Eligible and Ineligible** candidates issued on 3rd July 2025 and objection/request from the ineligible candidates for reconsideration. The Committee has considered all the objections/requests from ineligible candidates and finally shortlisted the names of the following candidates for the post of **ASSISTANT** at Rajiv Gandhi National Aviation University (vide Advt. No. RGNAU/5230/01/ADMIN/1431 Dated 09.12.2024) :

LIST OF PROVISIONALLY SHORTLISTED CANDIDATE(S) AFTER CONSIDERING THE OBJECTIONS/REQUESTS FOR RECONSIDERATION OF CANDIDATURE

Sl. No.	Application Number	Sl. No.	Application Number	Sl. No.	Application Number	Sl. No.	Application Number
1	CRAN245	19.	CRAN2766	37.	CRAN4929	55.	CRAN7112
2	CRAN263	20.	CRAN3133	38.	CRAN4960	56.	CRAN7204
3	CRAN309	21.	CRAN3261	39.	CRAN5065	57.	CRAN7311
4	CRAN621	22.	CRAN3302	40.	CRAN5129	58.	CRAN7503
5	CRAN1174	23.	CRAN3326	41.	CRAN5203	59.	CRAN7627
6	CRAN1348	24.	CRAN3513	42.	CRAN5452	60.	CRAN7696
7	CRAN1387	25.	CRAN3750	43.	CRAN5462	61.	CRAN7717
8	CRAN1787	26.	CRAN3751	44.	CRAN5798	62.	CRAN7746
9	CRAN1832	27.	CRAN3866	45.	CRAN5900	63.	CRAN7767
10	CRAN2134	28.	CRAN3874	46.	CRAN6427	64.	CRAN7795
11	CRAN2241	29.	CRAN3938	47.	CRAN6480	65.	CRAN7803
12	CRAN2277	30.	CRAN4060	48.	CRAN6498	66.	CRAN7841
13	CRAN2387	31.	CRAN4231	49.	CRAN6504	67.	CRAN8005
14	CRAN2589	32.	CRAN4354	50.	CRAN6518	68.	CRAN8024
15	CRAN2647	33.	CRAN4390	51.	CRAN6547	69.	CRAN8180
16	CRAN2652	34.	CRAN4492	52.	CRAN6812	70.	CRAN8266
17	CRAN2666	35.	CRAN4714	53.	CRAN6824	71.	CRAN8627
18	CRAN2690	36.	CRAN4912	54.	CRAN6974	72.	CRAN8681
						73.	CRAN8696
						74.	CRAN8702

The above shortlisted candidates are required to appear in Written Test & Job proficiency Test as given below:

Date of Tests	Reporting Time	Mode of Selection	Venue
August 29, 2025	09:00 AM	Written Test	Seminar Room-I, Rajiv Gandhi National Aviation University, Fursatganj, Amethi, Uttar Pradesh
August 30, 2025	10:00 AM	Job Proficiency Test	

- **Written Test Scheme for short listing of candidates (Stage-II) for recruitment of Assistant is annexed herewith (Annexure-1).**

- **The list of the qualified candidates in the Written Test for the post of Assistant shall be published in the University Notice Board at 07:00 PM on 29th August 2025.**

- **Only qualified candidates in the Written Test will be required to appear in the Job proficiency Test on 30th August 2025 at 10:00 AM in Seminar Room-I of Rajiv Gandhi National Aviation University, Fursatganj, Amethi, Uttar Pradesh-229302. The scheme for the Job Proficiency Test is also given in Annexure-1**

- Intimation have been sent to the candidates through the registered email. The candidate who does not receive intimation through email, if his/her application number appears in the above list, he/she may also appear in the written test subject to confirmation from RGNAU.

IMPORTANT INSTRUCTIONS

1. The candidate(s) should bring the following at the time of written test/job proficiency test :
   a) hard copy of Printout of Online Application Form along with all copies of certificates / educational qualification / experience / testimonials and other requisite documents in support of eligibility.
   b) all certificates/documents etc. in ORIGINAL along with one set self-attested photocopies of the same in support of educational qualification, experience, community (if any), etc.
   c) Govt. approved valid photo ID Card.
   d) Mark sheets and certificates, in support of their educational qualifications.
   e) Documents in support of previous employments (if employed).
   f) "No Objection Certificate" if employed in Government/ Quasi Government/ Autonomous Organization(s) if not submitted earlier. Those who have applied on deputation, are requested to bring forwarding letter from their employer mentioning that on selection, he/she will be relieved on deputation.
   g) Vigilance Clearance certificate from the employer failing which the applicant may not be allowed to appear for written test/job proficiency test.

2. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment order, the University reserves the right to modify / withdraw/ cancel any communication made to the candidate.

3. The written test/job proficiency test may continue till late evening. The candidates are advised to make necessary arrangement to stay back if required.

4. The candidates are also advised to visit the University website (www.rgnau.ac.in) regularly for any further updates.

Encl. Annexure-1

Sd/-
कुलसचिव / Registrar

RAJIV GANDHI NATIONAL AVIATION UNIVERSITY (RGNAU)

Scheme of Examination for Recruitment of
<u>Assistant</u> (7 CPC Pay Level – 6)

1. **Written Test:** Multiple Choice Objective Type Questions
   (Questions: 100; Max. Marks: 100; Time: 120 Minutes)

   The question paper for the Written test will comprise of **two sections**:

   Section A (70 Questions)- Questions on Rules and Regulations of Government of India and applicable rules to the University.

   Section B (30 Questions)- Questions on English Language & Comprehension; Logical Reasoning; General Awareness & Current Affairs; Computer Proficiency.

   Minimum Qualifying Marks in the Written Test shall be 40% for UR, 36% for OBC (NCL), and 32% for PwD candidates subject to condition that the number of candidates to be qualified for the next stage (Job Proficiency Test) will be limited to 10 (Ten) per post in each category.

2. **Job Proficiency Test** (Marks- 100, Time: 45 Minutes):
   (For candidates who have qualified in the Written Test)

   Test to assess the working knowledge of computer application and commonly used utility programmes and software.

   Minimum Qualifying Marks in the Job Proficiency Test shall be 40% for UR, and 36% for OBC (NCL), and 32% for PwD candidates.

Merit List for Final Selection: Written Test (70% weightage) + Job Proficiency Test (30% weightage)

Syllabus:

Written Test:

Section A (70 Questions):

i. **Service Matters**: FR&SR, CCS (Leave) Rules, CCS Pension Rules, CCS (Conduct) Rules, CCS(Revised Pay) Rules, 2016, CCS (CCA) Rules including LTC Rules, TA Allowance Rules, Medical Attendance Rules, GPF, CPF, National Pension System etc, RTI Act, Office Procedure, Reservation in Service, Seniority, Legal Matters, Deputation and Foreign Service, Labour Laws.

ii. **Financial Matters**: Govt. Accounting Rules, General Financial Rules (GFR), Knowledge of Income Tax, GST Rules, Audit Procedure, Role and functions of CAG, Annual Accounts, Balance Sheet & Trial balance, Income and Expenditure

Statement, Receipt and Payment Account, Budgeting Procedure, Budget and Estimation, Knowledge of Tally Software.

iii. **Public Procurement**: Procurement of Goods and Services, Rules and Procedures of GeM, Central Public Procurement Portal (CPPP), Contract Management, Inventory Management, Procurement Manuals, Import of Goods.

iv. Constitution of India, RGNAU Acts & Statutes, Academic and Examination rules of RGNAU, Secretarial Practice.

Section B (30 Questions):

i. **English**: English Language and Comprehension, English Grammar, Sentence Correction and Completion, Paragraph Summary, Reading Comprehension & Inferences, Verbal Analogy & Critical Reasoning

ii. **Numerical Ability & Reasoning**: Number/Alphabet Series, Reasoning Analogy, Relations, Mathematics & Numerical Ability, Arithmetic, Numerical Computation, Numerical Reasoning, Data Reasoning and Data Interpretation

iii. **General Awareness and Current Affairs**: Constitution of India, Indian History, Geography, Current National and International Affairs, Higher and Technical Education in India, Various Policies of Ministry of Education, National Education Policy 2020, National Innovation and Start-up Policy, NIRF, Rankings.

iv. **Computer Proficiency**: Knowledge of MS Windows, Operating Systems, Application of Computer Software like MS-Word, Excel, Power Point, Tally etc. used in day-to-day office work. Internet, e-mail and various online tools used in day-to-day office work.

Syllabus:

Job Proficiency Test: Official Procedures of noting and drafting of Letters related to the domain of the post on Computer, Proficiency in MS Word, MS Excel, Preparation of MS Power-point Presentation on a given topic, Arranging and Analysing Data on a MS Excel, etc.