



**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/5229/01/ADMIN/1430 Dated December 09, 2024**

**Subject: Advertisement for various Non-faculty Group-A Positions**

The Rajiv Gandhi National Aviation University (RGNAU) 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. The Act of Parliament empowers the university to award Diploma, Degrees, and Post Graduate Degrees and PhD degrees in the field of aviation and allied disciplines. At the same time collaborations and cooperation with the leading national and international universities/ institutions in the aviation domain, are being forged towards proffering global knowledge that is customized to local requirements.

Applications are invited for filling up the following **Group A** positions in the Rajiv Gandhi National Aviation University (RGNAU), Fursatganj, Amethi, Uttar Pradesh **on direct recruitment, failing which by deputation basis**, as detailed below:

**Name of the Posts and Pay Level :**

Sl. No.	Name of the post(s)	No. of Vacancies						Level in Pay Matrix
		UR	SC	ST	OBC (NCL)	EWS	Total	
1	Deputy Registrar – 3 posts	04	-	-	01	-	05	Level 12 of Pay Matrix Rs.78,800-2,09,200/-
2	Deputy Finance Officer – 2 posts							
3	Internal Audit Officer	02	-	-	-	-	02	Level 12 of Pay Matrix Rs.78,800-2,09,200/-
4	System Administrator	02	-	-	-	-	02	Level 12 of Pay Matrix Rs.78,800-2,09,200/-
5	Executive Engineer	01	-	-	-	-	01	Level 11 of Pay Matrix Rs.67,700-2,08,700/-
6	Assistant Registrar	02	-	-	-	-	02	Level 10 of Pay Matrix Rs.56,100-1,77,500/-
7	Assistant Librarian	02	-	-	-	-	02	Level 10 of Pay Matrix Rs.56,100-1,77,500/-
8	Hindi Officer	01	-	-	-	-	01	Level 10 of Pay Matrix Rs.56,100-1,77,500/-
9	System Analyst	02	-	-	-	-	02	Level 10 of Pay Matrix Rs.56,100-1,77,500/-
10	Medical Officer	02	-	-	-	-	02	Level 10 of Pay Matrix Rs.56,100-1,77,500/-
<b>Total</b>		<b>18</b>	<b>-</b>	<b>-</b>	<b>01</b>	<b>-</b>	<b>19</b>	

## **ELIGIBILITY CRITERIA**

The educational qualification, experience, age limit and other details required for the above post(s) are as under:

### **1. Deputy Registrar**

**Pay Matrix Level:** Level-12 of Pay Matrix Rs.78,800-2,09,200/- and other allowances as admissible.

#### **FOR DIRECT RECRUITMENT**

- **Essential qualification(s):**

(i) Master's Degree in any discipline from a recognized University with 55% of the marks or grade B in the University Grant Commission seven-point scale or its equivalent.

(ii) Assistant Professor in Academic in Level-10 (Rs.56,100-1,77,500/-) in pay matrix with ten years of regular service in any recognized university or research establishments or other recognized institution of higher education.

or

Five years of administrative experience at Assistant Registrar or equivalent post Level-10 (Rs.56,100-1,77,500/-) in pay matrix.

- **Desirable experience:**

(i) Five years of experience of administrative practices, human resource management, statutory functions and academic activities of Universities or Research and Development institutions.

(ii) Five years of experience of handling legal matter or Finance Matters or Examination Matters.

(iii) Good communication, managerial and leadership skills to head a division or branch and possess good drafting and noting skills.

- **Age limit for direct recruits: 50 years**

#### **FOR DEPUTATION**

- Officers holding analogous posts on regular basis or with five years regular service in Level-11 (Rs.67,700-2,08,700/-) in pay matrix in the Central Government or State Government, Universities and other autonomous organizations.

Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not to exceed four years.

Note 2: The maximum age limit for appointment by deputation shall not exceed fifty-six years as on the closing date of receipt of application.

Note 3: The Departmental Officers in the Feeder Category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, Deputationist shall not be eligible for consideration for appointment by promotion.

## 2. Deputy Finance Officer

**Pay Matrix Level:** Level-12 of Pay Matrix Rs.78,800-2,09,200/- and other allowances as admissible.

### **FOR DIRECT RECRUITMENT**

- **Essential qualification(s):**

(i) Master's Degree from recognized university with 55% of the marks or grade B in the University Grant Commission seven-point scale or its equivalent.

(ii) Assistant Professor in level -10 (Rs. 56,100-1,77,500/-) in pay matrix with ten years of regular service along with experience in educational administration or recognized research establishment or other recognize institutions of higher education

or

Assistant Registrar or equivalent post in Level-10 (Rs.56,100-1,77,500/-) in pay matrix with five years of regular service

- **Age limit for direct recruits: 50 years**

### **FOR DEPUTATION**

- Officers holding analogous posts on regular basis or with five years regular service in Level-11 (Rs. 67,700-2,08,700/-) in pay matrix in the Central Government or State Government, Universities and other autonomous organizations.

Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not to exceed four years.

Note 2: The maximum age limit for appointment by deputation shall not exceed fifty- six years as on the closing date of receipt of application.

Note 3: The Departmental Officers in the Feeder Category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, Deputationist shall not be eligible for consideration for appointment by promotion.

### 3. Internal Audit Officer

**Pay Matrix Level:** Level-12 of Pay Matrix Rs.78,800-2,09,200/- and other allowances as admissible.

#### **FOR DIRECT RECRUITMENT**

- **Essential qualification(s):**

(i) Indian Accounts and Audit Services or Subordinate Accounts Services or Chartered Accountant or Institute of Cost Accounts of India or equivalent Accounts qualifications.

(ii) Deputy Director (Audit) or equivalent post(Audit) in level-11 (Rs. 67,700-2,08,700/-) in the pay matrix with five years of regular service.

or

Assistant Controller or Assistant Director (Audit) or Senior Audit Officer or equivalent level-10 (Rs. 56,100-1,77,500/-) with ten years of regular service.

- **Desirable experience:**

Five years of experience of working in organizations having double-entry system of accounting in universities or similar organizations and knowledge of computer applications.

- **Age limit for direct recruits: 50 years**

#### **FOR DEPUTATION**

- Officers of Central Government or State Government, Universities and other Autonomous Organisations: holding analogous posts on regular basis;

or

with five years' regular service in pay level-11 (Rs.67,700-2,08,700/-) in the pay matrix;

or

with ten years' regular service in pay level-10 (Rs.56,100-1,77,500/-) in the pay matrix.

Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not to exceed four years.

Note 2: The maximum age limit for appointment by deputation shall not exceed fifty-six years as on the closing date of receipt of application.

## 4. System Administrator

**Pay Matrix Level:** Level-12 of Pay Matrix Rs.78,800-2,09,200/- and other allowances as admissible.

### **FOR DIRECT RECRUITMENT**

- **Essential qualification(s):**

(i) Bachelor's Degree in Electronic Engineering or Computer Engineering from a recognized university or institution with minimum 55% marks with seven years' experience in computing.

or

Master of Science with Post Graduate Diploma in Computer Applications from a recognized university or institution with minimum 55% marks with seven years' experience in computing.

or

Master of Computer Application from recognized university or institution with minimum 55% marks with seven years' experience in computing.

(ii) System Analyst in the pay level-10 (Rs.56,100-1,77,500/-) in pay matrix or equivalent position in Central Government or State Government Institutes or organizations with ten years of regular service.

- **Age limit for direct recruits: 50 years**

### **FOR DEPUTATION**

- Persons holding analogous post on regular basis or with ten years regular service as System Analyst in the pay level-10 (Rs.56,100-1,77,500/-) or equivalent in the Central Government or State Government, Universities or autonomous organizations and with qualifications and experience as prescribed for the above direct recruitment.

Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not to exceed four years.

Note 2: The maximum age limit for appointment by deputation shall not exceed fifty-six years as on the closing date of receipt of application.

Note 3: The Departmental Officers in the Feeder Category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, Deputationist shall not be eligible for consideration for appointment by promotion.

## 5. Executive Engineer

**Pay Matrix Level:** Level-11 of Pay Matrix Rs.67,700-2,08,700/- and other allowances as admissible.

### **FOR DIRECT RECRUITMENT**

- **Essential qualification(s):**

- (i) Bachelor's Degree in Civil or Electrical Engineering from a recognized University or Institution.
- (ii) For civil engineers – Ten years of experience in design, systems and construction of building, roads, sanitary and water supply systems including maintenance of the same, of which five years' experience as Assistant Engineer (Civil) or comparable post in pay level 10 (Rs.56,100-1,77,500/-).

or

For electrical engineers – Ten years of experience in Electrical systems including maintenance of the same, of which 5 years' experience as Assistant Engineer (Electrical) or comparable post in pay level of 10 (Rs.56,100-1,7,500/-).

- **Desirable experience:**

For civil engineers – Postgraduate degree in Structures or Structural or Civil Engineering from a recognized university or institution.

For electrical engineers – Postgraduate degree in Electrical Engineering from a recognized university or institution.

- **Age limit for direct recruits: 40 years**

### **FOR DEPUTATION**

- Officers from Central or State Government Department or Organisations or Autonomous Bodies and Public Section Undertakings at the level of Junior Engineer in level 10 (Rs.56,100-1,77,500/-) in pay matrix with ten years' regular service.

Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not to exceed four years.

Note 2: The maximum age limit for appointment by deputation shall not exceed fifty-six years as on the closing date of receipt of application.

Note 3: The Departmental Officers in the Feeder Category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, Deputationist shall not be eligible for consideration for appointment by promotion.

## 6. Assistant Registrar

**Pay Matrix Level:** Level-10 of Pay Matrix Rs.56,100-1,77,500/- and other allowances as admissible.

### **FOR DIRECT RECRUITMENT**

- **Essential qualification(s):**

(i) Master's degree in any discipline from a recognized university with 55% of the marks or grade B in the University Grant Commission seven-point scale or its equivalent along with a good academic record, as laid down by University Grant Commission.

(ii) Eight years of experience of administrative practices, human resource management, statutory functions and academic activities of Universities or Research and Development institutions or academic institutes in level 7 (Rs. 44,900-1,42,400/-) in the pay matrix.

- **Desirable qualification and experience:**

Five years of experience of handling Legal Matters or Exam or Finance and Information Technology applications in administrative matters.

- **Age limit for direct recruits: 35 years**

### **FOR DEPUTATION**

- Individuals at analogous posts or with 5 years' regular service in the pay level-7 (Rs. 44,900-1,42,400/-) in any Central Government or State Government. Department or Government Organization and possessing qualifications as prescribed for the above direct recruitment.

Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not to exceed three years.

Note 2: The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.

Note 3: The Departmental Officers in the Feeder Category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, Deputationist shall not be eligible for consideration for appointment by promotion.

## 7. Assistant Librarian

**Pay Matrix Level:** Level-10 of Pay Matrix Rs.56,100-1,77,500/- and other allowances as admissible.

### **FOR DIRECT RECRUITMENT**

- **Essential qualification(s):**

- (a) A Master's Degree in Library Science or Information Science or Documentation Science degree from a recognized university with 55% marks (or equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerisation of library.
- (b) Qualified in the national level test conducted for the purpose by the University Grant Commission or any other agency approved by the University Grant Commission.
- (c) Candidates, who are, or have been awarded Doctor of Philosophy degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Doctor of Philosophy degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of national eligibility test for recruitment.
- (d) Five years of experience in library service in level 7 (Rs. 44,900-1,42,400/-) in the pay matrix in any Central or State Government. Department or Government Organization or any recognised University or college.

- **Desirable qualification:**

Post Graduate Diploma in Library Automation and Networking or Post Graduate Diploma in Computer Application or equivalent from a recognized university or institution.

- **Age limit for direct recruits: 35 years**

### **FOR DEPUTATION**

- Individuals at analogous posts or with three years' regular service in the pay level-7 (Rs. 44,900-1,42,400/-) in the pay matrix in any Central or State Government Department or Government Organization and possessing qualifications and experience as prescribed for the above direct recruitment.

Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not to exceed three years.

Note 2: The maximum age limit for appointment by deputation shall not exceed fifty six years as on the closing date of receipt of application.



## 8. Hindi Officer

**Pay Matrix Level:** Level-10 of Pay Matrix Rs.56,100-1,77,500/- and other allowances as admissible.

### **FOR DIRECT RECRUITMENT**

- **Essential qualification(s):**

(i) Post Graduate with 55% marks in Hindi from a recognized University, with English as one of the subjects at graduation level.

or

Master's degree of a recognized University or equivalent in English with Hindi as a subject at the degree level.

or

Master's degree of a recognized University or equivalent in any subject with Hindi and English as subject at the degree level.

or

Master's degree of a recognized University or equivalent in any subject with Hindi medium and English as a subject at the degree level.

or

Master's degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at the degree level.

(ii) Three years of experience in translation from English to Hindi and vice-versa for technical or scientific literature work or Hindi research work or journalism in Central or State Governments or Public Sector Undertakings or Universities or Research and Development institutions or academic institutes.

- **Desirable qualification**

(i) Possess an aptitude or knowledge or skill for drafting and noting in Hindi.

(ii) Knowledge of MS Office and computer applications.

- **Age limit for direct recruits: 35 years**

### **FOR DEPUTATION**

- Individuals at analogous posts or with three years' regular service in the level-7 (Rs. 44,900-1,42,400) in any Central Government or State Government Department or Government Organization and possessing qualifications and experience as prescribed for the above direct recruitment.

Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not to exceed five years.

Note 2: The maximum age limit for appointment by deputation shall not exceed fifty-six years as on the closing date of receipt of application.

## 9. System Analyst

**Pay Matrix Level:** Level-10 of Pay Matrix Rs.56,100-1,77,500/- and other allowances as admissible.

### **FOR DIRECT RECRUITMENT**

- **Essential qualification(s):**

(i) Master's Degree in Electronic Engineering or Computer Engineering from a recognized University or Institute with minimum 55% marks.

or

Master of Science with Post Graduate Diploma in Computer Applications from a recognized University or Institute with minimum 55% marks.

or

Master of Computer Applications from recognized University or Institute with minimum 55% marks.

(ii) Programmer or equivalent position in Central Government or State Government Institutes or Universities or Research and Development institutions or academic institutes in Level 7 (Rs. 44,900-1,42,400/-) in the pay matrix with Three years of regular service.

- **Desirable qualification and experience:**

Five years of experience in Computer software and office automation or e-governance or Enterprise Resource Planning (ERP) software or Networking.

- **Age limit for direct recruits: 35 years**

### **FOR DEPUTATION**

- Individuals at analogous posts or with three years' regular service in the level-7 (Rs. 44,900-1,42,400/-) in any Central Government or State Government Department or Government Organization and possessing qualifications and experience as prescribed for the above direct recruitment.

Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not to exceed three years.

Note 2: The maximum age limit for appointment by deputation shall not exceed fifty-six years as on the closing date of receipt of application.

## 10. Medical Officer

**Pay Matrix Level:** Level-10 of Pay Matrix Rs.56,100-1,77,500/- and other allowances as admissible.

### **FOR DIRECT RECRUITMENT**

- **Essential qualification(s):**

(i) Bachelor of Medicine and Bachelor of Surgery from a recognized university or institute registered with the Medical Council of India.

(ii) Five years' experience as General Duty Officer in a residential teaching institution or a hospital of repute or Universities or Research and Development institutions or academic institutes or educational institutions.

- **Desirable qualification:**

Candidates with degree in Master of Surgery or Doctor of Medicine will be preferred.

- **Age limit for direct recruits: 35 years**

### **FOR DEPUTATION**

- Doctors with five years' regular service in level 9 (Rs. 53,100-1,67,800/-) in any Government Hospitals or Public Sector Undertakings or Government organization and possessing qualifications and experience as prescribed for the above direct recruitment.

Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not to exceed three years.

Note 2: The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.

### **General Instructions and Essential Information:**

1. The University reserves the right to fill or not to fill any or all the posts advertised for any reasons whatsoever.
2. The University reserves the right to withdraw the advertisement, either partly or wholly, at any time without assigning any reason.
3. The University reserves the right to increase or decrease the number of vacancies.
4. The reservations / relaxations policy for SC / ST / OBC / PwD / EWS Candidates shall be provided as per the existing UGC / Govt. of India policy.
5. Reservation for SC, ST, OBC, EWS and Persons with Benchmark Disabilities shall be as per existing Government of India norms as amended from time to time. Candidates applying for the reserved posts should clearly state to which category they belong. They must also enclose a Certificate issued by Tahsildar/ Mamlatdar / Mandal Revenue Officer / Equivalent authority as proof to this effect without which the application shall not be considered. In case the candidates want to claim benefits under the Persons with Benchmark Disabilities (PwD) category, the candidates' relevant disability should be not less than 40%. Proof to this effect (Annexure IV-I, IV-II, IV-III), must be enclosed with the application, without which the applicant shall not be considered under PwD category.
6. Degrees obtained by the candidate should have been awarded by a recognized University / Institute.
7. Candidates seeking reservation under SC / ST category are required to submit certificate in the format prescribed by the Government of India, Department of Personnel & Training (Annexure-I).
8. Candidates seeking reservation under OBC category are required to submit certificate in the format prescribed by the Government of India, Department of Personnel & Training (Annexure-II).
9. Candidates applying for the post(s) reserved for OBC, shall submit a self-attested copy of valid caste certificate specifically mentioning Creamy Layer-exclusion in the format prescribed by Govt. of India, issued by competent authority, vide Column 3 of GOI Dept. of Personnel and Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide DoPT's O.M. No. 36033/3/2004-Estt.(Res) dated 9.3.2004, subsequently revised vide O.M. No.36033/3/2004 Estt.(Res) dated 14.10.2008. The Caste Certificate must be in the format as prescribed by the Govt. of India vide OM No. 36036/2/2013- Estt (Res.) dated 30/05/2014.
10. EWS vacancies are tentative and subject to further directives of Gol and outcome of any litigation. The appointment is provisional and its subject to the Income and Asset certificate being verified through proper channel and if the verification reveals that the claim to belong to EWS is fake / false, the services shall be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provision of the Indian Penal Code (IPC) for production of fake / false certificate. The Income and Asset Certificate (Annexure-III) issued by any one of the authorities mentioned in the prescribed format as given in Annexure-III shall only be accepted as proof of candidate's claim as belonging to EWS.
11. Persons employed in Government Organizations / Quasi Government Organizations should submit their application through proper channel.
12. **Candidates who wish to apply are required TO SUBMIT ONLINE APPLICATION** in the University website following the instructions given therein before the last date of application. The Link for online application is <https://rgnaunt.samarth.edu.in/>.
13. **Candidates need to RETAIN 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, which are required to be submitted at the time of written test/interview, if shortlisted.**
14. 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.

15. It shall be the responsibility of the applicant to assess his own eligibility for the post for which appointment 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 contract. In case of any ambiguity in the recruitment rules in general and eligibility in respect of any post, the decision of the Vice Chancellor / Executive Council shall be final.
16. Candidates shall have to produce original certificates relating to his/her age, qualifications, experience, caste, etc., at the time of appearing in Interview. The candidates belonging to the reserved categories must produce the original category certificate and/or medical certificate (pertaining to determination of degree of disability in case of PwD candidates) from the competent authority in the format prescribed by the Government of India, failing which the candidate will not be allowed to appear for interview.
17. Errors and omissions in notification and selection process are subject to corrections as per rules and regulations of University / GOI.
18. The candidate is required to be physically present for the written test and/or interview on prescribed date, time and venue and no request for change in the schedule will be entertained.
19. Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority. If any document is found to be false/fake/incorrect/malafide either before or after appointment, the document shall be summarily rejected and action may be initiated against the candidate which may lead to cancellation of his appointment.
20. Mere fulfilment of required qualification and experience does not entitle a candidate to be selected for posts.
21. No correspondence whatsoever will be entertained from the candidates regarding conduct and result of selection and reasons for not being selected.
22. Incomplete application will be out-rightly rejected. Experience, age and qualifications will be reckoned as on the closing date of submission of online application form.
23. 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.
24. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the University shall be final.
25. If the number of applications received is large, the written test will be conducted for the purpose of shortlisting before interview.
26. The University may decide its own method of shortlisting and evaluating the performance of the candidates in interview.
27. The University shall have the right to relax any of the qualifications, experience, age, etc., in exceptionally deserving cases of all posts on the recommendations of the Screening and Selection Committee.
28. 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.
29. Suitable residential accommodation as per allotment rules of RGNAU, subject to availability, will be provided in the University Campus on joining the University.

30. The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the University shall remain within the office.
31. 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.
32. 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.
33. 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.
34. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Lucknow.
35. **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.
36. Every person appointed permanently to a post in the University by direct recruitment, shall be on probation in such post for a period of one year, in the first instance, provided that the appointing authority may, in any individual case, extend the period of probation to such extent as it may deem necessary, the reasons thereof to be recorded in writing.
37. Where a person has not completed his period of probation satisfactorily, the appointing authority may terminate his services under the University without notice and assigning any reason thereof.
38. The medium of instructions in respect of all courses conducted in the School, Centres and Department, admitted to the privileges of the University shall be English, except in cases of studies / research in languages.
39. Age of superannuation for all the positions shall be as per University/Government of India norms.
40. All the appointees including the in-service candidates shall be governed by the New Pension Scheme (NPS) introduced by Government of India.
41. No TA / DA shall be paid for attending written test/trade test/interview. However, for outstation SC / ST / PwD candidate's second-class single railway to and fro fare on the shortest route shall be reimbursed after attending the written test/trade test/interview. This is not admissible to SC / ST / PwD candidates who are already employed in the Central / State Government / Autonomous bodies, etc.
42. 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.
43. 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 or his/ her agency.
44. The character of a person for direct recruitment to the service must be such as to render him/her suitable in all respects for appointment to the service. Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government shall be deemed to be ineligible for appointment.
45. No person shall be recruited unless he / she is in good mental and physically fit and free from any physical defect that is likely to interfere with the efficient performance of his official duties except PwD (Divyang Candidates). If selected and appointed, he/she shall be required to produce a medical fitness certificate from medical board as specified by the University.

46. As per Act, Statutes and Rules of the University, the appointing authority for all regular non-teaching posts is Executive Council of the University.
47. The online applications processing fee is non-refundable, and no enquiries shall be entertained in this regard by the University.
48. Candidates in their own interest are advised to check regularly the University website [www.rgnau.ac.in](http://www.rgnau.ac.in). They should also regularly check their email account for updates.
49. 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.

**APPLICATION FEE:**

Application fees and application form(s) are to be submitted as per details given below:

Category	Fee (in rupees)
General/OBC(NCL)/EWS	Rs. 1000/-
SC/ST/PwD	Exempted

Application forms have to be filled only in online mode, as available on the website of the University within the prescribed time limit indicated in the advertisement.

**How to Apply :**

- a. Interested candidates have to submit ONLINE APPLICATION FORM made available in the University website following the instructions given therein before the last date of application. The Link for online application is <https://rgnaunt.samarth.edu.in/>.
- b. **The last date for submission of online application is 10<sup>th</sup> February 2025**
- c. For query, if any, please write to [recruitmentcell@rgnau.ac.in](mailto:recruitmentcell@rgnau.ac.in) mentioning name of the post.

कुलसचिव / Registrar

**FORMAT FOR SC/ST CERTIFICATE**

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Corporation would accept only attested photocopies of such certificates and not any other attested or true copy.

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India.)

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_ son / daughter of \_\_\_\_\_ of Village/Town/\* \_\_\_\_\_ in District/Division \* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ belongs to the Caste/Tribes \_\_\_\_\_ which is recognized as a Scheduled Castes/Scheduled Tribes\* under:

@The Constitution (Scheduled Castes) order, 1950 \_\_\_\_\_

@The Constitution (Scheduled Tribes) order, 1950 \_\_\_\_\_

@The Constitution (Scheduled Castes) Union Territories order, 1951 \* \_\_\_\_\_

@The Constitution (Scheduled Tribes) Union Territories Order, 1951\* \_\_\_\_\_

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.]

@The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 \_\_\_\_\_

@The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment Act), 1976

@The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order 1962

@The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962

@The Constitution (Pondicherry) Scheduled Castes Order 1964

@The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967

@The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968

@The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968

@The Constitution (Nagaland) Scheduled Tribes Order, 1970

@The Constitution (Sikkim) Scheduled Castes Order 1978

@The Constitution (Sikkim) Scheduled Tribes Order 1978

@The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989

@The Constitution (SC) orders (Amendment) Act, 1990

@The Constitution (ST) orders (Amendment) Ordinance 1991

@The Constitution (ST) orders (Second Amendment) Act, 1991

@The Constitution (ST) orders (Amendment) Ordinance 1996

@The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act, 2002

@The Constitution (Scheduled Caste) Orders (Amendment) Act, 2002

@The Constitution (Scheduled Caste and Scheduled Tribes) Orders (Amendment) Act, 2002



% 2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration to other.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati \_\_\_\_\_ Father/Mother of Shri/Shrimati/Kumari\* \_\_\_\_\_ of village/ town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belong to the \_\_\_\_\_ Caste/Tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* issued by the \_\_\_\_\_ dated \_\_\_\_\_.

%3. Shri/Shrimati/Kumari and/or\* his/her family ordinarily reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District/Division\* \_\_\_\_\_ of the State/Union Territory of \_\_\_\_\_.

Signature \_\_\_\_\_

\*\*Designation \_\_\_\_\_

With a Seal of Office  
State/Union Territory

Place: \_\_\_\_\_

Date: \_\_\_\_\_

\* Please delete the words which are not applicable @ Please quote specific presidential order % Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here shall have the same meaning as in section 20 of the Representation of the People Act, 1950.

**\*\* List of authorities empowered to issue Caste/Tribe Certificates:**

- (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Dy. Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate / Extra-Assistant Commissioner / Taluka Magistrate / Executive Magistrate.
- (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

**FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES  
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that \_\_\_\_\_ son/daughter of \_\_\_\_\_  
of village \_\_\_\_\_ District/Division \_\_\_\_\_ In the  
\_\_\_\_\_ State \_\_\_\_\_ belongs to the  
\_\_\_\_\_ Community which is recognized as a backward class under:

- i) Resolution No. 12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary – Part I, Section I, No. 186 dated 13th September, 1993.
- ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20th October, 1994.
- iii) Resolution No. 12011/7/95-BCC dated the 24th May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India – Extraordinary-part I, Section-I, No. 210, dated the 11th December, 1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997. vii) Resolution No.12011/99/94-BCC dated 11th December, 1997. viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- vii) Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.
- viii) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- ix) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.
- x) Resolution No.12015/9/2000-BCC dated 6th September, 2001, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.246 dated 6th September, 2001.
- xi) Resolution No.12011/1/2001-BCC dated 19th June,2003, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.151 dated 20th June, 2003.
- xii) Resolution No.12011/42002-BCC dated 13th January, 2004, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.9 dated 13th January, 2004.
- xiii) Resolution No.12011/142004-BCC dated 12th March, 2007, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.67 dated 12th March, 2007.

Shri \_\_\_\_\_ and/or his family ordinarily reside(s) in  
the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT) dated 08.09.1993 and modified vide Govt. of India Dept. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004 & 14.10.2008.

**Dated:**

**Seal:**

**District Magistrate or Deputy Commissioner etc.**

**Note - I:**

- a) The term 'Ordinarily' used here shall have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- b) The authorities competent to issue Caste Certificate are indicated below:-
  - i) District Magistrate / Additional Magistrate / Collector / Dy. Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
  - ii) Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.
  - iii) Revenue Officer not below the rank of Tehsildar
  - iv) Sub -Divisional Officer of the area where the candidate and/or his family resides.

**Note - II:**

The closing date for receipt of application shall be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.

**Government of \_\_\_\_\_**  
**(Name & Address of the authority issuing the certificate)**

**INCOME & ASSET CERTIFICATE**  
**TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

**VALID FOR THE YEAR.....**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\* is below ` . 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_ His/her family does not own or possess any of the following assets\*\*\*:

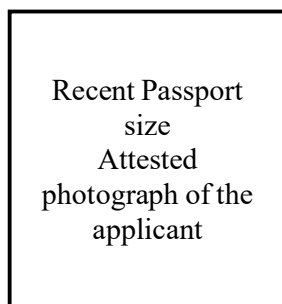
- i) 5 acres of agricultural land and above;
- ii) Residential flat of 1000 sq. ft. and above;
- iii) Residential plot of 100 sq. yards and above in notified municipalities;
- iv) Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_



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**\*Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.

**\*\*Note 2:** The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

**\*\*\*Note 3:** The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**NOTE:-**

The Income and Asset Certificate issued 'by any one of the following authorities in the prescribed format as given above shall only be accepted as proof of candidate's claim as 'belonging to EWS:-

- (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner,
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate,
- (iii) Revenue Officer not below the rank of Tehsildar and
- (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

**Form-V**  
**CERTIFICATE OF DISABILITY**  
**(In cases of amputation or complete permanent paralysis of limbs or dwarfism**  
**and in case of blindness)**  
**[See rule 18(1)]**  
**(Name and Address of the Medical Authority issuing the Certificate)**

Recent passport  
size attested  
photograph  
(Showing face  
only) of the person  
with disability.

Certificate No. \_\_\_\_\_ Date: \_\_\_\_\_

This is to certify that I have carefully examined Shri/Smt./Kum. \_\_\_\_\_  
son/wife/daughter of Shri \_\_\_\_\_ Date of Birth (DD/MM/YYYY)  
Age \_\_\_\_\_ years, male/female \_\_\_\_\_ registration No. \_\_\_\_\_ permanent  
resident of House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post Office  
\_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph  
is affixed above, and am satisfied that:

(A) he/she is a case of:

- Locomotor disability
- Dwarfism
- Blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is \_\_\_\_\_.

(A) he/she has \_\_\_\_\_% (in figure) \_\_\_\_\_ percent (in words) permanent  
locomotor disability/dwarfism/blindness in relation to his/her \_\_\_\_\_ (part of body) as  
per guidelines ( \_\_\_\_\_ number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorized Signatory of  
Notified Medical Authority)

Signature/thumb  
impression of the  
person in whose  
favour certificate  
of disability is

**Form-VI**  
**CERTIFICATE OF DISABILITY**  
**(In cases of multiple disabilities)**  
**[See rule 18(1)]**

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport  
 size attested  
 photograph  
 (Showing face  
 only) of the person  
 with disability.

Certificate No. \_\_\_\_\_ Date: \_\_\_\_\_

This is to certify that we have carefully examined Shri/Smt./Kum. \_\_\_\_\_  
 son/wife/daughter of Shri \_\_\_\_\_ Date of Birth (DD/MM/YYYY)  
 Age \_\_\_\_\_ years, male/female \_\_\_\_\_ registration No. \_\_\_\_\_ permanent  
 resident of House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post Office  
 \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph  
 is affixed above, and am satisfied that:

- (A) he/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (... ..... number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

Sl. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Dwarfism			
5	Cerebral Palsy			
6	Acid attack Victim			
7	Low vision	#		
8	Blindness	#		
9	Deaf	£		
10	Hard of Hearing	£		
11	Speech and Language disability			
12	Intellectual Disability			
13	Specific Learning Disability			

Sl. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
14	Autism Spectrum Disorder			
15	Mental illness			
16	Chronic Neurological Conditions			
17	Multiple sclerosis			
18	Parkinson's disease			
19	Haemophilia			
20	Thalassemia			
21	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (\_\_\_\_\_ number and date of issue of the guidelines to be specified), is as follows: -

In figures: - \_\_\_\_\_ percent.

In words: - \_\_\_\_\_ percent.

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

- i) not necessary, or
- ii) is recommended/after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till DD/MM/YYYY .

@ e.g. Left/right/both arms/legs

# e.g. Single eye

£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

Signature/thumb impression of the person in whose favour certificate of disability is issued
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**Form-VII**  
**CERTIFICATE OF DISABILITY**  
**(In cases other than those mentioned in Forms V and VI)**  
**[See rule 18(1)]**  
**(Name and Address of the Medical Authority issuing the Certificate)**

Recent passport  
size attested  
photograph  
(Showing face  
only) of the person  
with disability.

Certificate No. \_\_\_\_\_ Date: \_\_\_\_\_

This is to certify that I have carefully examined Shri/Smt./Kum. \_\_\_\_\_  
son/wife/daughter of Shri \_\_\_\_\_ Date of Birth (DD/MM/YYYY)  
Age \_\_\_\_\_ years, male/female \_\_\_\_\_ registration No. \_\_\_\_\_ permanent  
resident of House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post Office  
\_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph  
is affixed above, and am satisfied that he/she is a case of \_\_\_\_\_  
disability. His/her extent of percentage physical impairment/disability has been evaluated as per  
guidelines (... number and date of issue of the guidelines to be specified) and is shown against the  
relevant disability in the table below:-

Sl. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Cerebral Palsy			
5	Acid attack Victim			
6	Low vision	#		
7	Deaf	€		
8	Hard of Hearing	€		
9	Speech and Language disability			
10	Intellectual Disability			
11	Specific Learning Disability			
12	Autism Spectrum Disorder			
13	Mental illness			
14	Chronic Neurological Conditions			

Sl. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
15	Multiple sclerosis			
16	Parkinson's disease			
17	Haemophilia			
18	Thalassemia			
19	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

- i) not necessary, or
- ii) is recommended/after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till DD/MM/YYYY.

@ eg. Left/Right/both arms/legs

# eg. Single eye/both eyes

€ eg. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

(Authorized Signatory of Notified Medical Authority)

(Name & Seal)

Countersigned

{Countersignature and seal of the  
Chief Medical Officer/Medical Superintendent/  
Head of Government Hospital, in case the  
Certificate is issued by a medical authority who  
is not a Government servant (with seal)}

Signature/thumb impression of the person in whose favour certificate of disability is issued
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**Note:** - In case this certificate is issued by a medical authority who is not a Government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District