

राजीव गांधी राष्ट्रीय विमानन विश्वविद्यालय
RAJIV GANDHI NATIONAL AVIATION UNIVERSITY

Office Order No. RGNAU/ESTT/2025/180, Dated December 02, 2025

**Ref. : Offer of Appointment Letter No. RGNAU/5230/01/ADMIN/1431/2208,
dated 11.11.2025**

The undersigned is to convey that Ms. Tanya Srivastava (Emp. ID : MoCA/NAU/1045) has joined the University on 24th November, 2025 (Forenoon) as Lower Division Clerk on direct recruitment basis under EWS Category in the Pay Level-2 of Pay Matrix Rs.19,900-63,200/- as per 7th CPC. Ms. Srivastava will draw the Basic Pay to be fixed as per rules in Pay Level-2 and other allowances as admissible under the University Rules.

Ms. Tanya Srivastava will be on probation for a period of two (02) years from the date of her joining, i.e. 24th November, 2025.


कुलसचिव / Registrar

To
Ms. Tanya Srivastava [Emp. ID : MoCA/NAU/1045]
Lower Division Clerk

Through : OSD (AAE&HR)

Copy for information and necessary action to :

1. All Deans
2. All Heads/Coordinators of the Departments/Schools/Sections/Units
3. Finance Officer
4. Controller of Examinations
5. All Deputy Registrars
6. Deputy Registrar, Meeting Section
– to report to the Executive Council at its next meeting
7. Officer on Special Duty (AAE & HR)
8. System Analyst – (i) to make necessary arrangement for his biometric attendance
(ii) to upload on University website
9. Hindi Officer
10. Security Officer
11. PS to the Vice Chancellor
12. PS to the Registrar
13. Personal File / Service Book
14. Office Order File