

**राजीव गांधी राष्ट्रीय विमानन विश्वविद्यालय**  
**RAJIV GANDHI NATIONAL AVIATION UNIVERSITY**

**Office Order No. RGNAU/ESTT/2025/108 Dated October 07, 2025**

**Ref. : Offer of Appointment Letter No. RGNAU/5229/01/ADMIN/1430/1834,  
dated 11.07.2025**

The undersigned is to convey that Shri Shiv Kumar (Emp. ID : MoCA/NAU/1028) has joined the University on 1<sup>st</sup> October 2025 (Forenoon) as Deputy Registrar on direct recruitment basis in the Pay Level 12 of Pay Matrix Rs.78,800-2,09,200/- as per 7<sup>th</sup> CPC. Shri Shiv Kumar will draw the Basic Pay to be fixed as per rules in Pay Level-12 and other allowances as admissible under the University Rules.

Shri Shiv Kumar is posted in the Stores & Purchase Section of the University.

Shri Shiv Kumar, Deputy Registrar (Stores & Purchase) will also look after all matters related to Estate Office, Meeting Unit of the Establishment Section and Outsourced Manpower Office of the University. All Group-B&C employees and Outsourced Manpower of the above mentioned Sections/Units will report to the Deputy Registrar.

Shri Kumar will be on probation for a period of one (01) year from the date of his joining, i.e. 1<sup>st</sup> October 2025.

  
कुलसचिव / Registrar

To  
Shri Shiv Kumar [Emp. ID : MoCA/NAU/1028]  
Deputy Registrar  
Through : Registrar, Rajiv Gandhi National Aviation University

Copy for information and necessary action to :

1. All Heads/Coordinators of the Departments/Centres/Schools/Sections/Units
2. Finance Officer
3. Controller of Examinations
4. Officer on Special Duty (AAE & HR)
5. Meeting Section – to report to the Executive Council at its next meeting
6. System Analyst – to upload on University website
7. Security Officer
8. Engineer (Civil)
9. PS to the Vice Chancellor
10. PS to the Registrar
11. Personal File / Service Book
12. Office Order File