


राजीव गांधी राष्ट्रीय विमानन विश्वविद्यालय  
RAJIV GANDHI NATIONAL AVIATION UNIVERSITY

**Office Order No. RGNAU/ESTT/2025/140, Dated November 19, 2025**

**Ref. : Offer of Appointment Letter No. RGNAU/5230/01/ADMIN/1431/2177,  
dated 07.11.2025**

The undersigned is to convey that Shri Ravi Kumar (Emp. ID : MoCA/NAU/1036) has joined the University on 11<sup>th</sup> November, 2025 (Forenoon) as Lower Division Clerk on direct recruitment basis under UR Category in the Pay Level-2 of Pay Matrix Rs.19,900-63,200/- as per 7<sup>th</sup> CPC. Shri Kumar will draw the Basic Pay to be fixed as per rules in Pay Level-2 and other allowances as admissible under the University Rules.

Shri Ravi Kumar will be on probation for a period of two (02) years from the date of his joining, i.e. 11<sup>th</sup> November, 2025.

  
कुलसचिव / Registrar

To  
Shri Ravi Kumar [Emp. ID : MoCA/NAU/1036]  
Lower Division Clerk

Through : OSD (AAE&HR)

Copy for information and necessary action to :

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