



NU/Estt./NA/01/2016

Date: 05.08.2016

Nalanda University, Rajgir is an Institution of National Importance, established by an Act of the Indian Parliament (i.e. Nalanda University Act, 2010) and supported by the East Asia Summit participating countries. Applications are invited from eligible candidates for non-academic positions on Contract basis for 03 years (extendable) including one year probation as per the details given below:-

Post Code	Positions	Mode of Appointment	Pay in US\$ per annum	No. of Post
ADMINISTRATIVE POSITIONS				
1	Registrar	Contract	30,000-45,000	01
2	Director Admission	Contract	18,000-30,000	01
3	Deputy Registrar (Administration)	Contract	18,000-30,000	02
	Deputy Registrar(Student Affairs)	Contract	18,000-30,000	01
4	Deputy Librarian	Contract	18,000-30,000	01
5	Assistant Registrar	Contract	10,000-20,000	03
6	Law Officer	Contract	10,000-20,000	01
7	Placement Officer	Contract	10,000-20,000	01
8	Estate Manager	Contract	10,000-20,000	01
9	Security Officer	Contract	10,000-20,000	01
10	Assistant Librarian	Contract	9,000-16,000	01
11	Assistant Manager (Admissions , Student Affairs , Academic, Administration)	Contract	9,000-16,000	04
12	Student Counsellor	Contract	9,000-16,000	01
13	Administrative Assistant	Contract	6,000-11,000	06*
14	Guest Relation Officer	Contract	6,000-11,000	02
15	Receptionist	Contract	6,000-11,000	02*
16	Personal Assistant	Contract	6,000-11,000	02
17	Jr. Administrative Assistant	Contract	4,000-9,000	04**
18	Store Keeper	Contract	4,000-9,000	01
19	Laboratory Assistant , Computer Lab Assistant	Contract	4,000-9,000	02
20	Care Taker	Contract	4,000-9,000	01
21	Multi-Tasking Staff	Contract	3,000-6,000	05
22	Lab Attendant	Contract	3,000-6,000	01
23	Residence Hall Manager	Contract	3,000-6,000	05
24	Office Attendant	Contract	2,500-5,000	05
25	Residence Hall Attendant	Contract	2,500-5,000	05
TECHNICAL POSITIONS				
26	University Engineer	Contract	27,000-40,000	01
27	Director-ICT	Contract	27,000-40,000	01
28	Manager-ICT	Contract	14,000-23,000	01
29	Assistant Manager -ICT	Contract	9,000-16,000	01
30	Plumber	Contract	2,500-5,000	01
31	Electrician	Contract	2,500-5,000	01
FINANCE POSITIONS				

32	Deputy Registrar (Finance)	Contract	18,000-30,000	01
33	Project Finance Officer	Contract	10,000-20,000	01
34	Accounts Officer	Contract	9,000-16,000	02
35	Accounts Assistant	Contract	6,000-11,000	04
COMMUNICATIONS				
36	Assistant Manager (Communication)	Contract	9,000-16,000	01
MEDICAL POSITIONS				
37	Medical Officer	Contract	10,000-20,000	01
38	Nurse	Contract	6,000-11,000	01

*One position in this category is for the New Delhi Office.

** One Position in this category may be for New Delhi Office

Last date to submit online application through the website of the Nalanda University is **08.09.2016.**

Registrar (I/C)

ATTRIBUTES ESSENTIAL FOR ALL POSTS

SKILLS
Excellent spoken and written skills in English.
Computer literate with experience of MS Word, Excel and email packages.
Ability to work with speed and accuracy.
Strong interpersonal skills.
Strong ethical convictions and a commitment to quality service.
Ability to competently interact with a culturally and ethnically diverse population of students, faculty and staff.
To assist the university in achieving its vision and mission.
University service and a willingness to facilitate things as needed.
TEAM WORK
Ability to be helpful and supportive to other team members.
Ability to listen and take advice from colleagues.
PLANNING & ORGANIZING
Well organized, accurate keeping of records.
Prioritize work tasks and plan how deadlines will be met.
Finish jobs and deliver on schedule.
Ability to work effectively under pressure.
FLEXIBILITY
To be flexible in developing the role in agreement with the designated reporting officer.
Carry out any other duty commensurate with the profile & expertise.
Able to work in an environment where change is a constant feature.
Flexible, adaptable and willing to work occasionally on weekends.
Willingness to undertake training.
CONFIDENTIALITY & DATA PROTECTION
To maintain the confidentiality of information about the Project, staff and any other personal information, and meet the requirements of the Data Protection policies of the University from time to time.

* It may be noted that the University expects all employees to handle their own word processing requirements.

NOTE: Relaxation in any of the qualifications and experience may be made in favour of candidates with considerable professional competence.

ADMINISTRATIVE POSITIONS

Post Code : 1

Name of the Post : Registrar (1 Post)

Essential Qualifications & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have:

1. Good academic record plus a Master's Degree or equivalent Post Graduate qualification in regular full time scheme of study with at least 55% marks or its equivalent grade point scale wherever grading system is followed.
2. 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the Grade Pay of Rs. 7600/- and above

OR

Comparable experience in research establishments and/or other institutions of higher education or research

OR

At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000/- and above, or 8 years of in the AGP of Rs. 8000/- or above including as Associate Professor also with demonstrable experience in academic administration.

In addition, candidates must demonstrate

Proven ability in administration, preferably in a large educational or research institutions,
Knowledge of University legislation, and other statutory procedures

Desirable:

1. Exposure to international University systems
2. International administrative exposure
3. Skill in drafting, some knowledge of financial rules and some aptitude for public relations and an interest in the academic aspects of the University

Post Code : 2

Name of the Post : Director Admission (1 Post)

Essential Educational Qualification & Experience :

In addition to the attributes listed as essential for all posts, the candidate must have:

1. Good academic record plus a Master's Degree or equivalent Post Graduate qualification in regular full time scheme of study with at least 55% marks or its equivalent grade point scale wherever grading system is followed.
2. Nine years' of experience as Assistant Professor in the AGP of Rs. 6000/- and above with a minimum of five years of demonstrable experience in Student Affairs/ Administration.

OR

Comparable experience in the field of Admission in institutions of higher education.

OR

Five years' of Administrative experience as Assistant Registrar with Grade Pay of Rs. 5400/- or in an equivalent post, with knowledge of working in the areas of Admissions, Administration, Student.

Desirable :

1. Those with exposure to international procedures relating to Admissions/ student affairs will be preferred.

Post Code : 3

Name of the Post : Deputy Registrar (Student Affairs) 1 Post
Deputy Registrar (Administration): 2 posts

Essential Educational Qualification & Experience :

In addition to the attributes listed as essential for all posts, the candidate must have:

3. Good academic record plus a Master's Degree or equivalent Post Graduate qualification in regular full time scheme of study with at least 55% marks or its equivalent grade point scale wherever grading system is followed.

4. Nine years' of experience as Assistant Professor in the AGP of Rs. 6000/- and above with a minimum of five years of demonstrable experience in Student Affairs/ Administration.

OR

Comparable experience in the field of Student Affairs/ Administration in institutions of higher education.

OR

Five years' of Administrative experience as Assistant Registrar with Grade Pay of Rs. 5400/- or in an equivalent post, with knowledge of working in the areas of Academics, Administration, Student Affairs, Establishment, Purchase, Stores & Facility.

Desirable :

For Deputy Registrar (Student Affairs)

2. Candidates who have handled issues relating to Student affairs for Universities will be given preference.
3. Those with exposure to international procedures relating to student affairs will be preferred.

For Deputy Registrar (Administration)

1. Candidates must have leadership qualities and requisite experience in one or more of the following areas : Academic Statutory rules, Administrative matters including legal, recruitment, establishment, campus and estate management, facilities, Materials Management, procurement / distribution of materials, import procedure/store accounting, stock verification, etc.

Post Code : 4

Name of the Post : **Deputy Librarian (1 post)**

Essential Qualifications & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have:

1. Good academic record plus a Master's Degree in Library Science or equivalent Post Graduate qualification in regular full time scheme of study with at least 55% marks or its equivalent grade point scale wherever grading system is followed.
2. 10 Years of experience in a responsible capacity in an institute level library.

or

Five years' of experience as Assistant Librarian.

3. Should be familiar with usage of Library software and have experience in library computerization

Desirable :

1. MPhil/ PhD degree in Library Science/ information science/ documentation/archives and manuscript keeping.

Post Code : 5

Name & number of post : Assistant Registrar (3 posts)

Essential Qualification & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have:

1. Good academic record plus a Master's Degree or equivalent Post Graduate qualification in regular full time scheme of study with at least 55% marks or its equivalent grade point scale wherever grading system is followed.
2. 5-10 years experience in a responsible supervisor position in University or institution of National importance or other institution of repute or Research Experience along with proven administrative capabilities.

Desirable :

1. Knowledge of Government rules and University establishment rules, Admissions, Academic Matters, Estate Management, Materials Management and import procedure, Procurement procedures, stores, Purchase, record keeping etc.
2. Computer literacy and ability to work independently.
3. LL.B or MBA or CA/ICWA or MCA or M.Phil/Ph.D qualification.

Post Code : 6

Name & number of the Post : **Law Officer (1 post)**

Essential Qualifications & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have:

1. Good academic record with 5 (Five) years Integrated LLB (Hons.) Degree OR LLB Degree from a reputed Law University in regular full time scheme of study with at least 55% marks or its equivalent grade point scale wherever grading system is followed.
2. 5-10 years' experience as an Advocate or as a Law Officer in the Legal Department of a /statutory corporation/company and /or legal associate / legal consultant in an Advocates or Solicitors office with experience of handling University statutory matters, contracts, drafting legislation and matters related to labour laws etc. or in the Legal Department of Central/State Government dealing with the above mentioned issues.
3. Membership to Bar Council of India is a must.

Desirable :

1. Excellent command over English and the ability to draft legal documents independently.
2. Familiarity with legal issues pertaining to Universities

Post Code : 7

Name & number of the Post : **Placement Officer (1 post)**

Essential Qualifications & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have :

1. Good academic record plus a Master's Degree or equivalent Post Graduate qualification in regular full time scheme of study with at least 55% marks or its equivalent grade point scale wherever grading system is followed.
2. Five (5) years of work experience as an Placement Officer or Assistant Placement Officer in educational institution/ Universities.

Desirable :

The applicants should:

1. Be computer savvy with high proficiency in MS Office and other typical business applications.
2. Possess excellent communication and PR skills.
3. Be Target-oriented, confident, assertive & should have analytical approach.
4. Prior exposure in the field of corporate relations, human relations, recruitment and/or marketing, especially in service industry or educational institutions, is desired. Strong marketing skills are necessary.

Post Code : 8

Name & number of the Post : **Estate Manager (1 post)**

Essential Qualifications & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have

1. Good academic record plus a Master's Degree or equivalent Post Graduate qualification in regular full time scheme of study with at least 55% marks or its equivalent grade point scale wherever grading system is followed.
2. At least 5 years of experience in handling facilities (including housekeeping, electrical, plumbing, air conditioning, etc.), some of which must be in an organization with multiple buildings, central air conditioning, central power backup, UPS, etc. out of which at least 2 years of experience must be in directly managing facilities services of an organization & processing of the related Bills.

Desirable :

1. Experience in dealing with outsourced facilities management, i.e. through a FMS agency, and/or in dealing with outsourced security agencies.
2. Experience in both security management and facilities management.
3. Experience in development, operation, maintenance of a modern academic campus with academic building, faculty housing, student residence hall etc.

Post Code : 9

Name & number of the Post : **Security Officer (1 post)**

Essential Qualifications & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have

1. Good academic record plus a Master's Degree or equivalent Post Graduate qualification in regular full time scheme of study with at least 55% marks or its equivalent grade point scale wherever grading system is followed.
2. 5-10 years' experience in security related jobs or as security officer in a Government office / education institution/ other establishment or private organization of repute.

OR

A retired/released/in service commissioned officer of Army/Navy/Air Force with relevant experience

OR

Officer in the rank of Inspector from Central Police Organizations like BSF /CRPF/ITBP/CIB/CBI, who joined as Sub-Inspector and have relevant experience

OR

Any directly recruited Police Officer in the rank of Sub-Inspector who is working with the Police Force for a Minimum of 8 years in the investigation cadre with relevant experience

OR

A Dy. Superintendent of police/ Assistant Commandant of Police with relevant experience

Desirable :

1. Experience in Supervising and organizing security for establishment with many campuses.
2. Ability to assist and advise University administration in maintaining law and order.
3. Ability to liaise with local police Administration, District Authorities etc.
4. Ability to deal with various emergencies and incidents.

Post Code :10

Name & number of the Post : **Assistant Librarian (1 post)**

Essential Qualifications & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have

1. Master's degree in Library Science/ Information Science/ Documentation or an equivalent professional degree in regular full time scheme of study with at least 55% marks or its equivalent grade point scale wherever grading system is followed.
2. At least 5 years' experience in a responsible capacity in an Institute level Library.
3. Candidates should be familiar with usage of library software and have experience in library computerization.

Desirable :

1. The candidate should be well conversant with various activities of an Academic Library, such as procurement and processing of books and periodicals, supervision of special collections, maintenance of Library materials, reprography, binding unit etc., and providing assistance to general library administration.

Post Code : 11
Name & number of the Post : Assistant Manager (Administration)
: Assistant Manager (Academic)
: Assistant Manager (Student Affairs)
: Assistant Manager (Admission)

Essential Qualifications & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have

1. Good academic record plus a Master's Degree or equivalent Post Graduate qualification in regular full time scheme of study with at least 55% marks or its equivalent grade point scale wherever grading system is followed.
2. 5 years relevant experience in Government/Semi Government/ Central autonomous bodies in the fields of Administration / Purchase & Stores / Establishment / Recruitment / Legal and Academic administration/ Student Affairs/ Admission.

Desirable:

1. Candidates having experience in Institutions of National Importance and similar Central Govt. Institution and having sound knowledge of computer application like word processor, spread sheet, presentation software etc. will be given preference.
2. Exposure to international Universities and their Administration/ Academic Affairs/ Admission / Student Affairs.

Post Code : 12

Name & number of the Post : **Student Counsellor (1 post)**

Essential Qualifications & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have

1. M. Phil in Clinical Psychology in regular full time scheme with 2 years of relevant experience

OR

MA in Clinical Psychology in regular full time scheme of study with 55 % of marks or its equivalent grade point scale wherever grading system is followed with 5 years of relevant experience in counselling students with regards to academic and social problem.

2. Relevant experience is defined as counselling experience for group counselling as well as individual counselling in an educational institution or in a mental health-care clinic.

Desirable:

1. Should have training in Counselling technique, and/ or any therapeutic module.
2. Experience in Counselling students of highly competitive residential Institutes of higher learning.
3. Administrative experience in managing relevant Counselling service set-ups.
4. Ability to engage with Student on the whole range of issues faced by them.

Post Code : 13

Name & number of the Post : **Administrative Assistant (6 Posts)***

Essential Qualifications & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have:

1. A Bachelor's Degree in regular full time scheme (10+2+3 pattern) with 50% marks in any discipline or its equivalent grade point scale wherever grading system is followed.
2. Five years of relevant experience in Government/Semi Government/ Central autonomous bodies/ in the fields of Academic , Admissions, Student Affairs, Administration, Establishment , Recruitment , Stores & Purchase
3. Proficiency in computer application like Word, Excel, Power Point etc.

Desirable :

1. Candidates having experience in office procedure like maintenance of file, Noting, Drafting, Diary and Knowledge of Academics/Administrative matters and proficiency in computer application etc. will be given preference

* **Note:** - One Position is for New Delhi Office

Post Code : 14

Name & number of the Post : **Guest Relations Officer (2 posts)**

Essential Qualifications & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have:

1. Bachelor's Degree in any discipline or its equivalent from recognized University.
2. 3-5 years of work experience in University or educational institution or hotel or tourism industry with similar role definition in guest relations.
3. Exceptional English speaking and writing skills so as to be able to welcome all guests and conduct visitors to the University on a tour of the facilities, respond to queries etc.

and

4. Pleasant Personality

Desirable:

1. Ability to competently interact with a culturally and ethnically diverse population of students, faculty, staff and visitors to the campus .
2. Knowledge of a foreign language
3. Diploma in Mass Communication, Hotel Management or allied areas.
4. Experience in and similar position

Post Code : 15

Name & Number of the Post : **Receptionist (2 Posts)***

Essential Qualifications & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have

1. Bachelor's Degree with 50% marks from recognized University with pleasing personality and good public relations skills.
1. Fluent in English and Hindi and ability to handle visitors and telephone calls. Having a typing speed of 40 w.p.m. in English Typewriting through computer.
2. Experience of 3-5 years in similar post in an Government Organisation/Autonomous Bodies/Reputed Commercial Establishments etc.

Desirable :

1. Diploma or certificate course in Hospitality management/ Public Relations.
2. Diploma in Office Management and Secretarial practices.

* **Note:** - One Position is for New Delhi Office

Post Code : 16

Name & number of the Post : **Personal Assistant (2 Posts)**

Essential Qualifications & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have

1. Bachelor's Degree in any discipline.
2. Shorthand speed of 120 words per minute and typing speed of 50 words per minute in English.
3. Experience of 5 years in similar post

Desirable :

1. Diploma in Office Management / Secretarial Practice/ Computer Applications.

Post Code : 17

Name & number of the Post : **Jr Administrative Assistant (4 Posts)****

Essential Qualifications & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have

1. Bachelor's Degree (10+2+3 pattern) with 50% marks in any discipline from recognized University.
2. Four (04) years of relevant experience in Government/Semi Government/ Central autonomous bodies /reputed Commercial establishment etc.
3. Proficiency in Computer Word Processing and Spread Sheet.

Desirable :

1. Proficiency in other computer skills; stenography skills.

**** Note: - One Position may be for New Delhi Office**

Post Code : 18

Name & number of the Post : **Store Keeper (1 post)**

Essential Qualifications & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have

1. Bachelor's Degree or equivalent qualification from recognized University with 50% marks.
2. Four (04) years' experience in a similar capacity in Government/Semi Government/ Central autonomous bodies /reputed Commercial establishment etc.

Desirable :

1. A Diploma in Materials Management

Post Code : 19

Name & number of the Post: Lab Assistant and Computer Lab Assistant (2 post)

Essential Qualifications & Experience:

FOR LAB ASSISTANT:

In addition to the attributes listed as essential for all posts, the candidate must have

1. B.Sc. Degree in relevant field in regular stream from a recognized University /Institute with 4 years' experience
- or

M.Sc. with 02 years of experience of work

Desirable:

1. Basic knowledge of computer applications.
2. Exposure to international Laboratory setting

FOR COMPUTER LAB ASSISTANT:

In addition to the attributes listed as essential for all posts, the candidate must have

1. B.C.A. Degree in relevant field in regular stream from a recognized University /Institute with 4 years' experience
- OR

M.C.A. with 02 years of experience of work

Desirable:

1. Exposure to international Laboratory setting

Post Code : 20

Name & number of the Post : **Care Taker (1 post)**

Essential Qualifications & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have

1. Bachelor's Degree or equivalent qualification from recognized University with 50% marks.
2. Four(04) years of experience in catering accommodation , operation and/or food & Beverage management, Hostel administration/hospitality in any Government of India institutes/Government organization/PSUs/ Hotels/ Autonomous Body /Commercial Establishments of repute etc.

Desirable :

1. Basic knowledge of computer applications.
2. Able to efficiently read and write English.

Post Code : 21

Name & number of the Post : **Multi-Tasking Staff (5 Posts)**

Essential Qualifications & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have

1. Senior Secondary Certificate from a recognised Board or equivalent with three year experience of working in Institute/ University system
Or
2. Class X Matriculation certificate from a recognised Board with valid driving licence and three years of driving experience from a Govt./Public/Private Sector, institute of repute.

Post Code : 22

Name & number of the Post : **Laboratory Attendant (1 post)**

Essential Qualifications & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have

1. Senior Secondary Certificate (Science) from a recognised Board or equivalent
2. At least 03 years of experience of work in laboratory in Government/Semi Government/ Central autonomous bodies /reputed Commercial establishment etc.

Desirable :

1. Able to efficiently read and write English and Hindi.

Post Code : 23

Name & number of the Post : **Residence Hall Manager (5 posts)**

Essential Qualifications & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have

1. Senior Secondary Certificate from a recognised Board or equivalent
OR
Diploma/Degree in Hotel Management.
2. Three (03) years of experience in catering accommodation, operation and/or food & Beverage management, Hostel administration/hospitality in any renowned Government of India institutes/Government organization/PSUs/ Renowned Hotels etc.

Desirable :

1. Basic knowledge of computer applications.
2. Able to efficiently read and write English and Hindi.

Post Code : 24

Name & number of the Post : Office Attendant (5 posts)

Essential Qualifications & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have

1. Class X Matriculation certificate from a recognized Board
2. Three (03) Years of Experience of working as an Office Attendant or similar posts in University/Government Organisation/Autonomous Bodies/ Reputed Institutes / Reputed Commercial Establishments etc.

Desirable :

1. Able to efficiently read and write English and Hindi.
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Post Code : 25

Name & number of the Post : Residence Hall Attendant (5 posts)

Essential Qualifications & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have

1. Class X Matriculation certificate from a recognized Board
2. At least 03 years of experience of work in catering accommodation , operation and/or food & Beverage management Hostel administration/hospitality in any renowned Government of India institutes/Government organization/PSUs/ Renowned Hotels etc.

Desirable :

1. Able to efficiently read and write English and Hindi.

TECHNICAL POSITIONS

Post Code : 26

Name of the Post : **University Engineer (1 post)**

Essential Qualifications & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have

1. Master's Degree in Civil Engineering / Construction Management / Project Management or Building Sciences or Building Engineering or Structures in regular scheme of study with minimum 55% marks or its equivalent grade point scale wherever grading system is followed from a recognized engineering institute/ University.
2. 15 years' experience out of which 10 years administrative experience in a responsible position not lower than that of a Superintending Engineer in the Indian Engineering Services or equivalent, in a government organization or university/research institution of higher learning/reputed public sector undertaking.

The experience should be in the following areas :

1. Managing the execution of building projects covering all aspects of construction (Civil, Water Supply & Plumbing, Electrical Works, HVAC and Site Development).
2. Planning, architecture, urban designing, management, supervision/ construction of multi-storeyed buildings, lecture theatres, laboratories, auditoria, residential quarters, roads, water supply, sanitary installations etc.
3. Well conversant with contract laws and CPWD Accounting.

Desirable :

1. Experience in Planning/monitoring/ executing Net Zero or Near Zero buildings/ campuses conforming to GRITA Star Rating or equivalent.
2. Membership of professional bodies such as Institution of Engineers, Institutions of Planners, Project Management Association, Indian Building Congress etc.

Post Code : 27

Name of the Post : Director-ICT (1 post)

Essential Qualifications & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have

1. A Master's Degree in Computer Science, Information Technology, Computer Engineering in Regular Scheme of Study with minimum 55% marks or its equivalent grade point scale wherever grading system is followed.
2. 15 years of relevant experience in the field of Information Technology (Knowledge of hardware, software and enterprise solutions, including troubleshooting, requiring servers, sharing and networking platforms) out of which at least 8 years of experience in Government/Semi Government/ Central autonomous bodies/Public Sector Undertaking in the Grade Pay of Rs.7600/- or equivalent and above.

OR

Comparable experience in research establishments and/or other institutions of higher education or research or reputed Information Technology establishments.

Desirable :

Preference would be given to :

1. Candidates having experience in Linux/ Microsoft server administration, webserver management, HPC, storage & backup solutions, campus networking etc.
2. Having working experience of managing a large and reputed Educational Campus IT infrastructure.
3. Good interpersonal and communication skills in English and Hindi (both oral and written).
4. Candidates who can understand, apply, and teach concepts in operating systems and hardware support. Demonstrable skills in project management are essential.

Post Code : 28

Name of the Post : **Manager-ICT (1 post)**

Essential Qualifications & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have

1. A Master's Degree in Computer Science, Information Technology, Computer Engineering in Regular Scheme of Study with minimum 55% marks or its equivalent grade point scale wherever grading system is followed.
2. 10 years of relevant experience in the field of Information Technology (Knowledge of hardware, software and enterprise solutions, including troubleshooting, requiring servers, sharing and networking platforms) out of which at least 5 years of experience in Government/Semi Government/ Central autonomous bodies/Public Sector Undertaking in the Grade Pay of Rs.5400/- or equivalent and above.

OR

Comparable experience in research establishments and/or other institutions of higher education or research or reputed Information Technology establishments.

Desirable :

Preference would be given to :

1. Candidates having experience in Linux/ Microsoft server administration, webserver management, HPC, storage & backup solutions, campus networking etc.
2. Having working experience of managing a large and reputed Educational Campus IT infrastructure.
3. Good interpersonal and communication skills in English and Hindi (both oral and written).
4. Candidates who can understand, apply, and teach concepts in operating systems and hardware support. Demonstrable skills in project management are essential.

Post Code : 29

Name of the Post : **Assistant Manager- ICT/Systems**
(1 post)

Essential Qualifications & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have

1. A Master's Degree in Computer Science, Information Technology, Computer Engineering in Regular Scheme of Study with minimum 55% marks or its equivalent grade point scale wherever grading system is followed.
2. 5 years of relevant experience in Government/Semi Government/ Central autonomous bodies/Reputed Commercial Establishments in the fields of Information Technology with knowledge of hardware, software and enterprise solutions, including troubleshooting, requiring servers, sharing and networking platforms
3. Must be able to understand, apply, and teach concepts in operating systems and hardware support. Demonstrable skills in project management are

Desirable :

Preference would be given to :

1. Candidates having experience in Linux/ Microsoft server administration, webserver management, HPC, storage & backup solutions, campus networking etc.
2. Having working experience of managing a large and reputed Educational Campus IT infrastructure.
3. Good interpersonal and communication skills in English and Hindi (both oral and written).

Post Code : 30

Name of the Post : Plumber (1 post)

Essential Qualifications & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have

1. Pass in 10th Class Secondary School exam.
2. ITI Trade certificate course.
3. 3 years practical experience in the trade.

The Experience should be in the areas as under:

- a) Should have a working knowledge of the various types of specials used in the plumbing trade of all types of pipes of different materials and be able to estimate requirements for any job entrusted to him.
- b) Should have a thorough knowledge of working with various tools used in the trade such as wrenches, spanners, caulking tools, stocks and dies etc.
- c) Should be able to make leak-proof joints for all types of pipes (of different materials).
- d) Should have a good knowledge of materials that go to form joints and be able to estimate requirement thereof.
- e) Should be able to follow drawing and sketches and execute work according to lay out.
- f) Should possess plumbing licences in localities where such licences are issued by local authorities.
- g) Must be able to carry out overhaul of bibcock, ball valves, sluice valves, including grinding and seating.

Desirable :

1. Able to efficiently read and write English and Hindi.

Post Code : 31

Name of the Post : Electrician (1 post)

Essential Qualifications & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have

1. Pass in 10th Class Secondary School exam.
2. Electrical trade certificate from ITI.
3. 3 years practical experience in the trade.

The Experience should be in the areas as under:

1. Erection and running, maintenance of different types of electrical appliances and installations including UG cable systems.
2. Repair / maintain electrical equipment, like generators, alternators, motors, and intercommunication systems. Move controls at distribution board switchboard to maintain electrical load within capacity of generators. Start standby generator when load nears capacity of operating generator.
3. Perform routine tests to make sure that electric motors are driving pumps, blowers, and refrigerating machinery. Test wiring for short circuits, using voltmeter ammeter. Remove and replaces fuses defective lights.

Desirable :

1. Able to efficiently read and write English and Hindi.

FINANCE POSITIONS

Post Code : 32

Name of the Post : **Deputy Registrar (Finance) (1 post)**

Essential Qualifications & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have

1. Good Academic record plus a Master's Degree or equivalent Post Graduate qualification in regular scheme of study with at least 55% marks or its equivalent grade point scale wherever grading system is followed.
2. 9 years' of experience as Assistant Professor in the AGP of Rs. 6000/- and above, with a minimum 5 years of demonstrable experience in Finance and Accounts in large organizations preferably in Government / University / Autonomous Research or Academic Institution.

OR

5 years of experience in Finance and Accounts as Assistant Registrar or in an equivalent post in Grade Pay of Rs. 5400/-

OR

Comparable experience in research establishment and/or other institutions of higher education.

Desirable :

1. Preference will be given to candidates qualified CA/ICWA alongwith good academic record.
2. Candidates should have sound knowledge of the Central Government Rules related to Finance and Accounts including preparation of Statement of Accounts, Budget Estimates, FR & SR, GFR, Audit of Accounts.
3. Working experience in computerized accounting system and accounting software.

Post Code : 33

Name of the Post : **Project Finance Officer (1 post)**

Essential Qualifications & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have

1. A Master's Degree in Commerce or allied disciplines in regular scheme of study with minimum 55% marks or its equivalent grade point scale wherever grading system is followed.
2. 5 years of experience in Finance and Accounts in a Supervisory/Superintendent capacity in the pay scale of PB-2 ,Rs.9300-34800 with Grade Pay of Rs.4200/- in a Government, Semi. Government, Financial/ Commercial organization, reputed recognized University, Technological Institution of national standing etc. Computer literacy and ability to work independently will be preferred.

OR

Comparable experience in research establishment and/or other institutions of higher education.

Desirable :

1. Preference will be given to candidate's qualified CA/ICWA alongwith good academic record.
2. Candidates should have sound knowledge of the Central Government Rules related to Finance and Accounts including preparation of Statement of Accounts, Budget Estimates, FR & SR, GFR, Audit of Accounts.
3. Working experience in computerized accounting system and accounting software.

Post Code : 34

Name of the Post : **Accounts Officer (2 post)**

Essential Qualifications & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have

1. Good Academic record plus a Master's Degree in Commerce, Accounts, Economics, Allied science or equivalent Post Graduate qualification in regular scheme of study with at least 55% marks or its equivalent grade point scale wherever grading system is followed.
2. 5 years relevant experience in Government/Semi Government/ Central autonomous bodies in the fields of Finance & Accounts

Desirable :

1. Preference will be given to candidate's qualified CA/ICWA alongwith good academic record.
2. Candidates should have sound knowledge of the Central Government Rules related to Finance and Accounts including preparation of Statement of Accounts, Budget Estimates, FR & SR, GFR, Audit of Accounts.
3. Working experience in computerized accounting system and accounting software.

Post Code : 35

Name of the Post : **Accounts Assistant (4 post)**

Essential Qualifications & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have

1. Bachelor's Degree (10+2+3 pattern) in Accounts, Economics, Commerce in regular scheme of study with at least 50% marks or its equivalent
2. Five (5) years of relevant experience in Government/Semi Government/ Central autonomous bodies etc. in the fields of Finance & Accounts and having proficiency in computer application like Tally, Word, Excel, Power Point etc.

Desirable :

1. Candidates having experience in office procedure like maintenance of file, Noting, Drafting, Diary , Knowledge of Financial Rules & Regulations and proficiency in computer application etc. will be given preference

COMMUNICATIONS

Post Code : 36
Name of the Post : Assistant Manager
(Communication) (1 post)

Essential Qualifications & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have

1. Good academic record plus a Master's Degree or equivalent Post Graduate qualification such as Diploma in Communication from recognized institution in regular full time scheme of study with at least 55% marks or its equivalent grade point scale wherever grading system is followed.
2. Three (03) years of relevant experience in the Editorial Department/Centre of any established English Newspaper accredited with ABC, National News Agencies, Radio or Television, Film media, reputed advertising agencies or working in an institution of higher learning/international organisation. He/she must have experience of using computational tools, databases, web applications and technology based information systems.

Desirable :

1. Good knowledge of computer applications and internet; strong interpersonal skills; exceptional English and Hindi speaking skills; strong ethical convictions and a commitment to quality service; and the ability to competently interact with a culturally and ethnically diverse population of students, faculty, and staff.

MEDICAL POSITIONS

Post Code : 37

Name of the Post : **Medical Officer (1 post)**

Essential Qualifications & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have

1. MBBS Degree or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1955 (12 of 1956) and must be registered in a State Medical Register or Indian Medical Register. Post Graduate Diploma/ Degree in any specialization.
2. 6 years of experience in a recognized hospital/ University, Health Centre/Discrepancy attached to any large institution or organisation.

or

MD or MS, in an appropriate branch of Medicine.

Desirable :

1. Preference will be given to candidates having strong interpersonal skills, Exceptional English speaking skills, Strong ethical convictions and a commitment to Quality Services.
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Post Code : 38

Name of the Post : **Nurse (1 post)**

Essential Qualifications & Experience:

In addition to the attributes listed as essential for all posts, the candidate must have

1. Must have passed Bachelor's Degree in Nursing. Should be registered with the Indian Nursing Council/State Nursing Council. 5 years' experience in similar positions in a Hospital/reputed nursing home.
2. Must have Exceptional English speaking skills with strong ethical convictions and a commitment to Quality service.

Desirable :

1. MSc (Nursing) from a recognized Institute/University.