

GENERAL TERMS & CONDITIONS

1. HOW TO APPLY:

- (i) There are two modes of submission of application forms i.e. ONLINE and OFFLINE depending on the post code.

ONLINE: Candidate applying for post code 1-20, 26-29 and 32-38 should apply ONLINE only (Link for applying online is available at www.nalandauniv.edu.in) within the prescribed time limit indicated in the advertisement without which their candidature will not be considered.

OFFLINE: Candidates applying for post code 21-25 and 30-31 should apply OFFLINE ONLY (application form available at www.nalandauniv.edu.in). The duly filled in application along with necessary testimonials must reach the Registrar, Nalanda University, Rajgir, Bihar-803116 on or before the closing date of application.

- (ii) Candidates applying for more than one post should submit a separate application for each post along with requisite application fees. Applications will not be allowed to be withdrawn, once submitted.
- (iii) Candidates will be considered only for the post applied for.
- (iv) No Application will be deemed to be complete unless the application fees of **INR 500** is paid online through the payment gateway for the post codes 1-20, 26-29 and 32-38 and application fees of **INR 200** is paid by demand draft in favour of Nalanda University payable at Rajgir for the post codes 21-25 and 30-31.
- (v) Hard copy of Application is not required in case of the candidates applying ONLINE. However candidates applying OFFLINE are required to forward the duly filled in application in the prescribed format available in University website accompanied with the Demand Draft, copies of testimonials in support of qualification & experience. For OFFLINE applicants Envelop should be super scribed as "Application for the post of: Name of the Post".
- (vi) Employees of Nalanda University are exempted from the payment of application fees.
- (vii) Application fees, once paid, is non refundable, in all cases.
- (viii) Incomplete or incorrectly filled applications (i.e. unsigned or not accompanied with prescribed fee, recent photograph, copies of educational qualification, professional experience, Demand draft etc.) will be rejected summarily and no correspondence in this regard shall be entertained. Similarly applications received after, prescribed closing date and time, will not be accepted.
- (ix) The candidates interested to apply on deputation may apply on standard deputation terms. Such candidates should mandatorily forward their application through proper channel alongwith cadre clearance, vigilance clearance, certified APARs for the last

five years by Registered / speed post only. They may apply online and upload all documents as specified on the website.

- (x) The University reserves the right to extend the closing date for receipt of Applications.

NOTE: 1. No Correspondence or personal enquiries shall be entertained by the University.
2. All Correspondence from the University including interview call letter, shall be sent to the e-mail ID supplied by the candidate (for ONLINE applicants).

3. OTHER TERMS AND CONDITIONS:

- (i) The educational qualification obtained by a candidate should be in pattern of 10+2+3+2 or 10+2+4+2 or 10+2+5.
- (ii) The University may conduct separate Trade test/Written Test/Skill Test/Computer Skill Test/Interview or any other test at its discretion depending upon the requirement of the posts. The selection committee may decide its own method of evaluating the performance of the candidates.
- (iii) Consequent upon adoption of self-certification provisions as required by the Govt. of India, the University shall process the applications entirely on the basis of information/documents submitted by the candidates. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate
- (iv) All candidates must certify that they have no disciplinary proceedings against them nor have they been terminated from service at any point in their career.
- (v) Incomplete applications or those without relevant supporting enclosures (self-attested clear copies of degree/certificates/marks sheets/experience certificate/application fee, etc.) will be out-rightly rejected. Cut-off date for determining the eligibility criteria shall be the closing date of receipt of the applications form.
- (vi) With regard to support of educational qualifications, only mark sheet in lieu of Educational qualifications will not be accepted by the University. Copy of the degree certificates should also be enclosed.
- (vii) The prescribed qualifications and experience listed for each post will be the minimum and the mere fact that a candidate possesses the same shall not entitle him for being called for Test/Interview. The University shall have the right to restrict the candidates to be called for interview to a reasonable number as decided by the Scrutiny/Screening Committee on the basis of qualifications and experience that it may deem fit.
- (viii) Relevant experience will be determined by the Scrutiny/Screening Committee and only the relevant experience from Central/State and other Universities organizations/reputed autonomous bodies/Central/State/ Reputed Commercial

Establishments and deemed to be Universities as deemed fit by the Scrutiny/Screening Committee will be considered.

- (ix) Relaxation of any of the qualifications or experience may be made in exceptional cases on the recommendations of the Screening/ Selection Committee.
- (x) The University reserves the right to consider the names of those persons who may not have applied.
- (xi) The University may decide the weightage criteria for various parameters
- (xii) The university reserves the right to withdraw any advertised post at any time without assigning any reason. The right is also reserved with the university either to fill or not to fill the post and its decision in this regard shall be final.
- (xiii) The University shall have the right to increase or decrease the number of posts advertised at the time of selection and make appointments accordingly; depending upon the exigency of situation.
- (xiv) The candidates already employed in Govt. Service/autonomous bodies/Govt. undertakings shall apply through proper channel or they will have to produce NOC at the time of interview failing which they may not be permitted to appear before the Selection Committee. While forwarding the application of in-service candidates, Head of the institution should certify that the applicants are free from administrative and vigilance angle and that no disciplinary vigilance or criminal proceedings are pending or contemplated against them.
- (xv) Candidates have to produce original documents along with photo ID at the time of appearing in Test/Interview.
- (xvi) Appointment orders issued by the University shall be provisional subject to character/antecedent/Police verification, verification of all the original documents, experience certificate and other relevant documents.
- (xvii) 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 candidates.
- (xviii) Higher initial basic pay may be given to qualified and deserving candidate(s). The University reserves the right to offer the post at a lower than that advertised /applied depending upon the qualifications, experience and performance of the candidate. Further, the University may offer lower initial basic pay based on the performance at the interview.

- (xix) Reference checking is a standard step in our hiring process. Candidates are required to provide contact information, including email addresses, for up to three references. Please note that the University reserves the right to do background checks on candidates.
- (xx) The panel of selected / waitlisted candidates will be valid for one year from the date of selection subject to discretion of competent authority.
- (xxi) Addendum/ deletion/ corrigendum (if any) shall be posted on the University website only
- (xxii) The University reserves the right to reject any application without assigning any reason whatsoever
- (xxiii) The decision of the University relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or their representative.
- (xxiv) All decisions concerning appointment are based on individual qualifications to contribute to Nalanda University's educational and institutional need.
- (xxv) Any attempt to influence or canvassing in any form will lead to disqualification of candidature.
- (xxvi) No TA/DA will be admissible to the candidates called for written test/ and interview.
- (xxvii) Fake Institutions/ false institution/ False Certificates etc.**

- (a) Candidates, who have obtained degrees or diplomas or certificates for various courses from any Institution declared fake by the University Grants Commission, New Delhi shall not be eligible for being considered for recruitment to the posts advertised.
- (b) The University shall verify the antecedents or documents submitted at any time at the time of appointment or during the tenure of service. In case, it is detected that the information provided in the application form, documents submitted are fake or the candidate has clandestine antecedents / background and has suppressed the said information, his/her services shall be terminated forthwith.
- (c) In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and / or that he / she has furnished incorrect / false information or has suppressed any material fact(s) or is involved in any fraudulent activities or has submitted any false/fraud certificate, his /her candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services would be summarily terminated without any notice.

- (d) Candidates against whom disciplinary action , police case , court case, enquiry has been initiated by the any Department/ Institution/Organization in the past are debarred from applying against any of the advertised post and their application received, if any, would be summarily rejected without any cause and intimation.
- (xxviii) In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the University shall be final.
- (xxix) In cases of any disputes, any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Courts in Patna.
- (xxx) After joining the service of the University, the candidate will have to abide by the Rules, Regulations and Ordinances of the University applicable from time to time. He / she may be assigned any duty by the University depending upon the exigency of the work.

NOTE: Only Short-listed candidates will be contacted for competency test / interview.

Women candidates are strongly encouraged to apply.