

Advt. No.: NU/Estt./Advt./2019/01

Date : 22.07.2019

**Nālandā University Internship Programme**

Last Date of receipt of application: 15 days from the date of Advertisement

Nālandā University, Rajgir is an Institution of National Importance, established by an Act of the Indian Parliament (i.e. The Nālandā University Act 2010) and supported by the East Asia Summit participating countries.

Nālandā University Internship Programme aims to provide an opportunity to recent graduates/post-graduates with good academic records from reputed institutions/organisations to engage and understand the institution building. Ideas from budding scholars, we believe, will be important in the establishment of Nālandā and in creating a unique system of recording, documenting and processing. The Internship programme will further provide the interns with an excellent opportunity to familiarise themselves with the work culture of an international University.

Nālandā University invites applications on the prescribed proforma for Internship programme for its various sections. The number of internship shall not exceed 15 at any point. The details of the programme are as follows-

<b>Position</b>	<b>Essential Qualification and experience</b>	<b>Remuneration Per Month</b>
Intern (Administration)	Graduate/Post-graduate in any subject with a minimum of 55 % marks.  Desirable: Candidates with prior experience in Administration will be preferred.	25000/
Intern (Finance)	Graduate/Post-graduate in Commerce/Accounts/Business Administration or any other related subject with a minimum of 55 % marks.  Desirable: Candidates with prior experience in handling accounts/finance activities in reputed organisations will be preferred.	25000/
Intern (Communication)	Graduate/Post-graduate in media studies/journalism/mass communication/or any other related subject with a minimum of 55 % marks.  Desirable: Candidates with prior experience in media/journalism activities in reputed organisations will be preferred.	25000/

### **General Terms and Conditions:**

1. The period of internship will be initially for one year extendable on satisfactory performance and good conduct
2. The University reserves the right to extend the closing date for receipt of applications.
3. The internship programme will neither be a job nor is any such assurance attached with the appointment in the University.
4. Candidates will have to produce original documents along with Photo Id at the time of joining.
5. The selected candidates will be based in Rajgir, Dist. Nalanda, Bihar.
6. Verification and reference checks will be completed on the basis of personal particulars submitted by the intern, after the selection process and before the actual internship programme commences.
7. Necessary logistic support will be provided to the intern taking into account the functional requirements.
8. Certificates will be issued to the interns on satisfactory completion of their internship for at least three months.
9. Selection: All the applications will be scrutinised by a Scrutiny-cum-Selection Committee and the actual offer will be sent to the selected candidates subject to the availability of slot(s), and approval of the competent Authority. The decision of the Selection Committee shall be final and binding and no queries shall be entertained after the completion of the selection process. A telephonic or Skype interview may be held for the shortlisted candidates.
10. Remuneration: The selected candidates may be offered a stipend of **INR 25000/-** Per month. No TA/DA/HRA will be provided to the selected candidates other than the consolidated stipend.
11. The University can terminate the internship programme at any time, as the University deems fit, and without showing any reason. The University's decision shall be final in this regard. Interns also have an option of leaving the programme, if they so desire, giving prior notice of one month to the University.
12. In addition, an intern should have excellent English communication, word processing and Computer skills.
13. **Candidates need to send the duly filled application form along with scanned relevant documents to the given E-mail address: [recruitment@nalandauniv.edu.in](mailto:recruitment@nalandauniv.edu.in) on or before 15 days of publication of this advertisement.**

Sd/-