



(An International University established by an Act of Parliament)
(Rajgir, Bihar-803116)

Advt. No.: NU/Estt./Advt/2017/02

Date: 30.10.2017

Name and No. of the Post(s)	Qualification & Experience
<p>Director (Communication)</p> <p>No. of Post : 01</p>	<p>Master's Degree in journalism/Communications/Marketing or a related field from a recognized University or Institute with 55% marks or equivalent. At least ten years of strong writing and editing experience. Experience with social media technology. Web based design experience and familiarity with search engine optimization requirements. Excellent communication, organizational and interpersonal skills. Good track record in managing time bound activities and working with various team members to accomplish common objectives. Proficient in Microsoft Office, (Power Point, Excel, Word), Constant Contact and sound understanding of graphic design software, (InDesign, Photoshop, Illustrator, Quark, HTML etc.). Experience and knowledge of web design. Ability to work under deadline pressure and extra hours if needed on assignments. Experience with working for and knowledge of developments in the Higher Education sector would be desirable.</p> <p>Should be able to work with all levels of the University organization in a cordial and constructive manner. Should be able to learn and adapt to changing technology. Should be able to write clearly and succinctly in a variety of communication settings and styles. Is able to work hard, is action oriented, energetic. Thrives in a challenging environment. Should possess creativity and have new and unique ideas. Exceptional English speaking 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.</p>
<p>Personal Assistant</p> <p>No. of Post : 01</p>	<p>Bachelor's Degree in Any Discipline with Shorthand Speed of 120 words per minute and typing speed of 50 words per minute in English. Having Experience of 5 Years in the similar posts. It will be desirable for the applicants to have Diploma in Office Management/Secretarial Practice/Computer Application.</p> <p>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. Ability to be helpful and supportive to other team members. Ability to listen and take advice from colleagues. 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. 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. 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.</p>

Technical Expert (ICT/System)	A Master's Degree in Computer Science, Information Technology, Computer Engineering with minimum 55% marks or its equivalent grade point scale wherever grading system is followed.
No. of Post : 01	<p>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</p> <p>Must be able to understand, apply, and teach concepts in operating systems and hardware support. Demonstrable skills in project management.</p> <p>Desirable : Candidates having experience in Linux/ Microsoft server administration, webserver management, HPC, storage & backup solutions, campus networking etc. Having working experience of managing a large and reputed Educational Campus IT infrastructure. Good interpersonal and communication skills in English and Hindi (both oral and written).</p>

Eligible and Willing Candidates may attend the Walk-in-Interview at 10.00 AM on 6th November 2017 at Nalanda University, Rajgir, Bihar-803116.

General Terms and Conditions:

- 1) All the posts are temporary and will be purely on adhoc basis for a period of six months and may be curtailed or extended on the basis of the performance. Offered positions shall not have claim on any regular position and shall not be stow any of the privileges available to regular employees of Nalanda University. Salary will commensurate with Qualification and Experience.
- 2) The University reserves the right to: (a) conduct written tests for such posts, if the circumstances so warrant (b) not to fill any of the advertised positions (c) fill consequential vacancies arising at the time of Test/interview from available candidates. The number of positions is thus open to change.
- 3) Candidates are advised to satisfy themselves before appearing that they possess the minimum essential qualifications and experience (if any) laid down in the advertisement.
- 4) Registration of candidates will be done on 6th November 2017 between 10.00 AM and 11.00 AM at Nalanda University, Rajgir, Bihar, followed by Test/Interview on the same date. Candidates should bring their Complete and Updated Biodata/Resume, one passport sized photograph and self-attested copies of certificates and mark-sheets in support of their qualifications (matriculation onwards), experience, age, etc. (Original certificates must be presented at the time of the verification prior to Test/Interview).
- 5) Certificate in support of experience should be in proper format i.e. it should be on the organizations letter head, bear the date of issue, specific period of work, name and designation of the issuing authority along with their signature.
- 6) Applicants who are in employment with Government, Semi-Government, Autonomous Bodies, Educational Institutions, PSUs etc. shall be required to bring a relieving letter from the employer at the time of joining.

- 7) In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
- 8) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
- 9) The University shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated and legal action may be initiated against such candidates/employees.
- 10) 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.
- 11) Eligibility of a candidate and satisfaction of any other short-listing criteria shall be considered as on the date of Test/Interview.
- 12) Canvassing in any form will be a disqualification.
- 13) No TA/DA will be admissible for attending the Test/Interview.