



Nalanda
UNIVERSITY

Nalanda University, Rajgir is an avante-garde 'International' University declared as an Institution of 'National Importance' by GoI and established by an Act of the Indian Parliament (Nalanda University Act, 2010). It is supported by 20 participating countries of the East Asia Summit. Applications are invited from eligible candidates for non-academic positions as per the details given below:-

Post Code	Name of the Post	No. of Post
1	Finance Officer	01
2	University Engineer	01
3	Assistant Librarian	01
4	Public Relation Officer	01
5	Assistant Registrar	01
6	Section Officer	03
7	Accounts Officer	02
8	Private Secretary	03
9	Senior Assistant (Computers)	02
10	Junior Assistant cum Typist	03
11	Multi-tasking Staff (Attender)	02
12	Laboratory Attendant	01

Registrar

Post Code: 1

No. of Post: 01

Name of the Post: FINANCE OFFICER

Minimum Educational Qualifications and Experience:

Master's Degree with at least 55% marks or its equivalent grade on a particular Grade Point Scale and consistently good academic record. Minimum 15 years progressive experience in accounting, budgeting and financial analysis, of which 8 years should be as Deputy Registrar in a University system. Governmental accounting experience is highly desirable. Experience of working in a similar role in a large complex organization will be highly desirable. Must have adequate knowledge of principles, practices and methods of governmental accounting and auditing; taxation, budget preparation and analysis; debt financing methods; modern office practices, procedures and methods; principles of administration, supervision and employee training. Strong Maths & English skills: written and spoken. Professional CA/ CPA qualifications would be desirable. Excellent skills in verbal and written communications in English and computer literacy.

Desirable:

Having served as Finance Officer of a Central University.

Post Code: 2

No. of Post: 01

Name of the Post: UNIVERSITY ENGINEER

Minimum Educational Qualifications and Experience:

Bachelor's degree in Civil Engineering from a recognized engineering Institute/University, possessing good working knowledge of R.C.C. and Masonry Work, together with reasonable knowledge or exposure to Water Supply & Plumbing Design, Electrical Engineering and HVAC systems. At least 15 years of experience in managing the execution of building projects covering all aspects of construction (Civil, Water Supply & Plumbing, Electrical Works, HVAC and Site Development). At least 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. Well conversant with contract law and CPWD/PWD accounting procedure. Strong interpersonal skills. Good 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. Good knowledge of software like auto CAD, 3D Max would be desirable.

Desirable:

Master's Degree in Construction Management/ Project Management or Building Sciences or Building Engineering or Structures from a recognized engineering institute/ university. Experience in planning, architecture, urban designing, management, supervision/ construction of multistoried buildings, lecture theatres, laboratories, auditoria, residential quarters, roads, water supply, sanitary installations etc. Knowledge of latest protocol in compliance with GRIHA rating/ LEED norms

Additional Qualification: Post Graduate degree in Civil Engineering and/or membership of professional bodies such as the Institution of Engineers, Institution of Planners, Project Management Association, Indian Buildings Congress etc.

Post Code: 3**No. of Post: 01****Name of the Post: ASSISTANT LIBRARIAN****Minimum Educational Qualifications and Experience:**

Master's Degree in Library Science with at least 55% marks or equivalent. At least 2 years' experience in a University or any large library with exposure to modern library techniques and knowledge of cataloguing and library classification rules. Knowledge of ICT usage in libraries. Good 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.

Post Code: 4**No. of Post: 01****Name of the Post: PUBLIC RELATION OFFICER****Minimum Educational Qualifications and Experience:**

Master's Degree in Public Relations/ Mass Communication and Journalism with at least 55% marks or its equivalent grade of B in the UGC seven-point scale.

OR

Master's Degree in any discipline with at least 55% marks or its equivalent and P.G. Diploma in Public Relations/Mass Communication and Journalism.

AND

At least five years' experience as PRO/APRO in any University or a Govt./PSU/Corporate Sector organization or 5 years' experience in the editorial Department/Centre of any established newspaper, National News Agency, Radio or Television or Film Media.

Good working knowledge of computer applications.

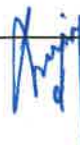
Desirable: 1. Knowledge of two or more Indian languages with proficiency in English and Hindi.

Post Code: 5**No. of Post: 01****Name of the Post: ASSISTANT REGISTRAR****Minimum Educational Qualifications and Experience:**

Master's Degree with at least 55% marks or its equivalent along with a good academic record. Minimum 5 years professional experience in university/ educational or research institution; or equivalent technical or research experience with proven administrative capabilities; or equivalent administrative experience in one or more of the following: administration/ admission/ examination/ establishment/ procurement/ performance management system/ training and development/ welfare (including recruitment and selection policy/practices, disciplines, grievance, counselling), legal, campus/ estate or materials management/ stores. 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.

Desirable:

Additional qualification in the area of Management / Law. Experience of independent handling of General Financial Rules. Knowledge of basic computers.



Post Code: 6
Name of the Post: SECTION OFFICER

No. of Post: 03

Minimum Educational Qualifications and Experience:

- Graduate in any discipline.
- Knowledge of Computer Application.
- Five years experience as Superintendent / Sr. Assistant in a State/Central/Deemed University/Affiliated or Autonomous College/Public Sector Undertaking/Autonomous organization / Multinational organization/Government.

Post Code: 7
Name of the Post: ACCOUNTS OFFICER

No. of Post: 02

Minimum Educational Qualifications and Experience:

Bachelor's degree in Finance/ Accounts /Commerce/ Project Management or related areas with 55% marks or equivalent. He should be able to maintain spreadsheet of many different types of active accounts. Adept at monitoring accounts payable activity, assisting in monitoring report and developing comprehensive reports to assist management. 3 years of experience in similar profile (Experience in Government Organisation will be preferred). Minimum 2 years of experience of budget control and at least 1 year of experience of writing reports for management board.

Previous experience of developing policies and procedures in relation to finance and organization, and using accounting and spreadsheet packages in the management of a non-commercial organisation. (Experience of sophisticated packages like SAP and ERP will be preferred).

Good 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.

Desirable:

Higher professional Qualification relevant to the job requirements such as CA, CA inter or CPA is desirable.

Post Code: 8
Name of the Post: PRIVATE SECRETARY

No. of Post: 03

Minimum Educational Qualifications and Experience:

- Graduate in any discipline.
- Typing speed 40 wpm (English).
- Proficiency in Stenography (English).
- A good knowledge of computers.
- Experience as Personal Assistant of not less than 3 years in a State/ Central/ Deemed University / Affiliated or Autonomous College/ Public Sector Undertaking/ Autonomous organisation/ Multinational organisation/ Government

Post Code: 9
Name of the Post: SENIOR ASSISTANT (COMPUTER)

No. of Post: 02

Minimum Educational Qualifications and Experience:

B.Sc. (IT)/BCA/B. Tech (Computer)/B.E. (Computer) with at least 5 years' experience in e-governance/network maintenance /programming and web-enabled/local internet application system designing skills using C++/VB script / ASP/.NET / java script / advance java preferably in a University system.

Post Code: 10
Name of the Post: JUNIOR ASSISTANT CUM TYPIST

No. of Post: 03

Minimum Educational Qualifications and Experience:

Bachelor's degree with minimum 55% marks or equivalent. Candidate should have good interpersonal skills, fluency in English with effective communication skills. Should have a minimum typing speed of 45 w.p.m. Computer literate with Microsoft proficiency. Minimum 02 years of relevant experience. 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.

Desirable

Knowledge of English shorthand dictation.

Post Code: 11
Name of the Post: MULTI TASKING STAFF (Attender)

No. of Post: 02

Minimum Educational Qualification and Experience:

Candidate must be 10th pass and additional technical qualification as driver, plumber, electrician etc. Candidate must have at least minimum two years' experience in the respective field.

Post Code: 12
Name of the Post: LABORATORY ATTENDANT

No. of Post: 01

Minimum Educational Qualifications and Experience:

Must be 12th standard pass with science. 3 to 5 years' experience of working as attendant in laboratories. Should have strong ethical conviction and a commitment to quality service; and the ability to competently interact with a culturally and ethnically diverse population of students, faculty and staff.

GENERAL TERMS & CONDITIONS

1. The candidates are required to apply through **ONLINE process**. Please visit University website www.nalandauniv.edu.in for application Form. The Scanned copy of the duly filled application form with scanned copies of self-attested Educational Qualification, Professional Experience along with a Demand Draft (Rs.500/-) drawn in favour Nalanda University, Rajgir and payable at Rajgir, should be sent as attachment (All the Documents to be merged as one file and pdf version only) to : recruitment@nalandauniv.edu.in latest by 5.00 pm on or before 15.06.2018. Candidates are advised to mention the name of the post and Post Code in the subject while forwarding the Email.

The Original Demand Draft may be sent by speed post super scribed "**Application for the post of (Name of the Post & Post code)**" addressed to Registrar, Nalanda University, Rajgir, Chhabilapur Road, Dist. Nalanda (Bihar) - 803116 so as to reach on or before 25.06.2018. The applicant must clearly write their name, date of birth and post applied for on the back of the Demand Draft without which their application may be rejected.

2. Application fee once paid shall not be refunded under any circumstances.
3. Candidates are advised to fill their correct and active e-mail addresses in the online application as all correspondence will be made by the University through e-mail only. Test/Interview schedule will be e- mailed in due course to the shortlisted candidates in their registered e-mail. No separate letter (Hard copy) will be sent for this purpose. Further, for any updates, please visit the University website regularly.
4. The candidates applying for any post should ensure that they fulfill all the eligibility conditions for the post. Mere issue call letter to the candidate will not imply that his/her candidature has been found eligible.
5. Eligibility of candidate with regard to qualification & experience shall be calculated/ considered with reference to last date of the online application.
6. The shortlisted applicants shall have to appear for a test and/or interview.
7. The University reserves the right to: (a) conduct written and/or trade test for the post wherever the circumstances so warranted or may fix a criteria after taking into the qualification and experience of the applicants (b) not to fill all or some of the advertised positions (c) fill up consequential vacancies including additional post arising at the time of interview for available candidate by direct recruitment. The number of positions is thus open to change.
8. The University has a right to decide the mode of screening and testing the applicant for short listing and selection.



9. The University also reserves the right to fill the posts fully or partially depending on the availability of suitable candidates without assigning any reasons thereof. Candidate not found suitable for the position applied for may be considered for a lower position.
10. Mere eligibility does not vest any right on any candidate for being called for written test /skill test/ interview. The University may fix suitable shortlisting criteria in the event of receipt of large number of applications. The decision of the University in all matters related to recruitment against this advertisement shall be final. No correspondence will be entertained from the candidates in connection with the process of selection / interview. Canvassing in any manner would entail disqualification of the candidature.
11. The University reserves the right to relax experience in exceptional cases, or in the case of persons already holding analogous positions in a Central, Technical Institute/University/ Research Institution. Experience prescribed may be relaxed by the competent Authority of the University in the case of exceptionally meritorious candidates.
12. The University shall verify the antecedents or documents submitted by candidates at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her service/engagement at the University shall be terminated without any notice.
13. Degree as referred in the prescribed essential qualification should have been awarded by a recognized University / Institute.
14. Persons employed in Government/Semi Government Organizations/Autonomous Bodies should submit their application through proper channel with vigilance clearance. However, they may send an **advance copy** of the application. Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC)' mentioning clearly regarding vigilance clearance from their present employer during the time of written Test and/or interview. However, they should submit an undertaking with their application that the NOC would be submitted at the time of written test /interview. Direct application from such candidates will not be entertained.
15. Applications incomplete in any respect, received without self-attested copies of certificates and received after the due date of submission shall be summarily rejected without intimation.
16. Certificate(s) in support of experience(s) should be in proper format i.e. it should be on the organization's letter head bearing the date of issue, specific period of work (in DD/MM/YYYY format), nature of duties, name, designation and signature of the Administrative Authority/Owner of the organization along with his/her seal.
17. Candidates applying for more than one post should apply in separate application forms. Separate application fees will also be required to be sent (as applicable).
18. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Bihar.
19. In case of any mistake occurring inadvertently in the process of selection, which may be detected at any stage even after the issue of offer of appointment, the University reserves the right to withdraw/cancel/modify any communication made to the candidates.
20. Eligibility of a candidate for the post applied shall be considered as on the last date of closing of application, as per criteria specified in the advertisement.
21. Records of the Non-Selected Candidates shall not be preserved beyond six (6) months from the date of formation of select list.
22. Appointments are contingent upon a successful background check.



Additional Instructions for candidates applying on deputation basis.

- a. The upper age limit for appointment by deputation shall not exceed fifty-six year as on the closing date of receipt of applications.
- b. Persons in service of Govt./Autonomous/PSU should forward hard copy of application through proper channel along with vigilance clearance, attested copy of last five years ACR/APAR's.
- c. Hard Copy of application should be forwarded by the Cadre Controlling Authority.
- d. The other terms and conditions of the appointment on deputation will be governed in accordance with the guidelines issued by the GoI/DoPT vide letter No.6/8/2009-Estt (Pay II) dated 17.06.2010 and as amended from time to time.



Registrar