



F.No. NU/Estt./Advt/2017/01

Date: 22.07.2017

**NALANDA UNIVERSITY**  
**VACANCY ADVERTISEMENT**  
**Filling up of the vacancy of Registrar and OSD (Administration & Finance) on**  
**Deputation/Contract**

Nalanda University has been designated as an International University by an Act of Indian Parliament in 2010 and has been designated as an Institute of National Importance. Application on the prescribed Proforma are invited for the posts of **REGISTRAR and OSD (ADMINISTRATION & FINANCE)** on deputation/contract basis from the Officers of Central Government / State Government / Universities / Recognized Research Institutes / Institutes of National Importance /Govt. Laboratory or PSU initially for a period of three years extendable upto five years

1.	<b>Post</b>	<b>Registrar and OSD (Administration &amp; Finance)</b>
2.	Number of Posts	02 (Two)
3.	Age Limit	Preferably Below 60 Years
4.	Scale of Pay	(USD 30,000 – 45,000) per annum plus other Allowance
5.	Criteria for appointment	<b>Minimum Educational qualification and experience :</b> Master's degree in any discipline with at least 55% marks or its equivalent grade 'B' in the UGC 7 Point Scale from a recognized University/ Institute.  <b>Experience:</b>  (i) At least 15 Years experience as Assistant Professor in the AGP of Rs. 7000/- and above or with 8 Years of service in the AGP of Rs. 8000/- and above including Associate Professor along with experience in educational administration, <p style="text-align: center;"><b>OR</b></p> (ii) Comparable experience in research establishment and / or other institutions of higher education <p style="text-align: center;"><b>OR</b></p> (iii) 15 Years of administrative experience, of which 8 Years shall be as Deputy Registrar or equivalent.  <b>Desirable:</b> (i) Qualification in area of Management / Engineering / Law. (ii) Experience in handling computerized administration / legal / financial / establishment matters

Applications of interested and eligible officers, who could be spared in the event of their selection may be sent through proper channel in the prescribed proforma along with their last 5-years' Annual Performance Appraisal Reports so as to reach the Vice Chancellor , Nalanda University , Rajgir , Bihar -803116 within 02 (two) weeks from the date of publication of this advertisement . The application should be superscribed as “**APPLICATION FOR THE POST OF REGISTRAR/OSD (ADMINISTRATION & FINANCE) – ON DEPUTATION/CONTRACT**”. Application received after the due date or found incomplete will not be considered. While forwarding the application, the sponsoring organisation should verify and certify that the particulars furnished by the applicant are correct.

**Additional Information:**

1. Deputation is initially for a period of three years extendable upto five years based on performance.
2. The deputation will be governed by the terms and conditions contained in the Department of Personnel and Training's O.M. No.6/8/2009-Estt.(Pay.II), dated 17.06.2010, as amended from

time to time.

3. The application should be forwarded by the respective controlling officer along with the following documents, duly signed by an officer not below the rank of Under Secretary or equivalent:
  - (a) No Objection Certificate on the Application itself.
  - (b) Attested copies of ACRs/APARs of the last five (5) years up to 31.03.2017
  - (c) Integrity Certificate.
  - (d) Vigilance Clearance Certificate indicating that no disciplinary, criminal proceedings are pending or contemplated against the applicant.
  - (e) A certificate indicating major/minor penalties, if any, imposed on the candidate during the last 10 years.
  - (f) A relieving certificate in the event of selection of the officer.
  - (g) Self-attested copies of certificates in support of educational qualifications.
4. Applications received directly or without copies of APAR/ACRs will NOT be entertained.
5. The University reserves the right to invite Qualified candidates as per rules at its discretion.
6. The University reserves the right to consider the names of those persons who may not have applied.
7. Any matter for which no specific instruction has been given shall be decided by the University and the decision shall be final and binding on the candidates.

#### **GENERAL TERMS & CONDITIONS:**

1. The University reserves the right to extend the closing date for receipt of Applications.
2. 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 Interview. The University shall have the right to restrict the candidates to be called for interview
3. 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 posts and its decision in this regard shall be final.
4. Candidates have to produce original documents along with photo ID at the time of appearing in Interview.
5. 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.
6. 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.
7. 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.
8. The panel of selected / waitlisted candidates will be valid for one year from the date of selection subject to discretion of competent authority.
9. Addendum/ deletion/ corrigendum (if any) shall be posted on the University website only
10. The University reserves the right to reject any application without assigning any reason whatsoever

11. 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.
12. All decisions concerning appointment will be based on individual qualifications to contribute to Nalanda University's educational and institutional need
13. Any attempt to influence or canvassing in any form will lead to disqualification of candidature
14. 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.
15. 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.
16. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the University shall be final.
17. In cases of any disputes, any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Courts in Patna.
18. 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
19. No Correspondence or personal enquiries shall be entertained by the University.
20. All Correspondence from the University including interview call letter, shall be sent to the e-mail ID supplied by the candidate

Applications not in the prescribed proforma and/or not accompanied by vigilance clearance, integrity certificate, details of major/minor penalties imposed during the last 10-years and upto date APARs dossiers for the last 5 years duly attested on each page are liable to be rejected summarily.