



RAJGIR, DISTRICT NALANDA, BIHAR-803116

(An International University with Ministry of External Affairs, established by an Act of Parliament)

RECRUITMENT THROUGH WALK-IN INTERVIEW

Advertisement No. Walk-in/01/2019-2020 Dated: 22nd July 2019.

Candidates are invited for appearing in **Walk-in Interview** for the following posts for Nalanda University at Rajgir, District – Nalanda, Bihar. These posts are purely on contract basis. Retired employees of Central Government/Indian Defence Forces may also apply. The posts advertised are initially for a period of one year extendable further on satisfactory performance.

Non-teaching post(s)

Nālandā University, an institution of National Importance, is established by an Act of Parliament of India (The Nalanda University Act, No. 39 of 2010). The University invites eligible candidates for appearing in Walk-in-interview as per the schedule tabulated below at the addresses mentioned herein under “General Terms & Conditions” below along with the duly filled applications from as per the prescribed Proforma for the following posts.

Name of the post(s)	No. of vacancies	Post Code	Mode of appointment	Date of Walk-in Interview
Lab Assistant Post	1	NT/08	Contract	11:30 AM on 7 th August 2019

Attributes essential for all the above post(s)

1. Skills

- Excellent spoken and written skills in English language
- Knowledge of Computer applications
- Ability to work with speed and accuracy
- Strong inter-personal skills
- Strong ethical convictions and a commitment to quality service
- Ability to competently interact with culturally and ethnically diverse population of student and faculty and staffs
- To assist the University in achieving its vision and mission
- University service and willingness to facilitate things as needed

2. Team Work

- Ability to listen and take advise from colleagues

3. Planning and Organising

- Well organised, accurate keeping of records
- Prioritise work tasks and plan how deadlines will be met
- Finish jobs and deliver on schedule
- Ability to work effectively under pressure

4. Flexibility

- Willingness to undertake training
- Flexible, adaptable and willing to work occasionally on weekends
- Able to work in an environment where change is a constant feature
- Perform other duty commensurate with the profile and expertise
- To be flexible in developing the rule in agreement with the designated reporting officer

5. Confidentiality and Data Protection

- To maintain the confidentiality of information about the projects, staffs, and personal information, and meet the requirements of the data protection policies of the University from time to time.

The qualification, experience and age limit for the above post(s) are as under:

Lab Assistant Post at Nalanda University (Walking interview)

Code: NT/08

No. of positions – 01 (one)

COMPULSORY QUALIFICATIONS:

A Bachelor's Degree in Chemistry or Environmental Sciences or Chemical Engineering or equivalent with minimum 55% marks or its equivalent grade point scale wherever grading system is followed.

3 years of relevant experience in environmental/chemical lab with knowledge of chemical preparations, common analytical instruments (such as pH, EC, TDS measurements, etc) including troubleshooting.

DESIRABLE:

The candidate is able to prepare the lab file related to purchase and student's requirement and able to conduct the lab experiments for students.

Good interpersonal and communication skills in English and Hindi (both oral and written) is needed

General Terms and Conditions:

1. The period of contract will be initially for one year extendable on satisfactory performance and good conduct.
2. Candidates will be offered an all-inclusive consolidate pay corresponding to their qualification and experience as approved by the Competent Authority.
3. The University reserves the right to relax experience in exceptional cases, or in the case of persons already holding analogous positions in a Central government /University / Research Institutions/Centre of Excellence.
4. The University may increase/decrease/terminate the number of posts at any time, as it deems fit and without showing any reason. The University's decision shall be final in this regard.
5. The University also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
6. The University reserves the right to empanel candidate(s) for future vacancies.
7. Candidates applying for more than one post should apply separately for each post. Separate application fees will also be required to be sent.
8. Degree as referred above should have been awarded by a recognized University / Institute.
9. Mere eligibility will not vest any right on any candidate for being called for interview. The decision of the University in all matters will 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.
10. Persons employed in Government/Semi Government Organizations/ Autonomous Bodies should submit their application through proper channel. They may, however, send an advance copy of the application. Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC)' from present employer during the time of interview. However, they should submit an undertaking to that effect. Direct application from such candidates will not be entertained.
11. University strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.

12. The University reserves the right to conduct written test/interview only the requisite number of candidates after shortlisting with reference to the candidate's qualification, suitability, experience, etc.
13. Incomplete applications or applications without self-attested copies of certificates/testimonials or applications without an application fee as detailed above are liable to be rejected.
14. The University reserves the right to evolve any screening/selection process if the number of applicant is large for a particular post.
15. **Application Fee:** The candidates will have to pay a sum of Rs. 500/- (non-refundable) in the form of Demand Draft drawn in favour of Nalanda University payable at Rajgir, District Nalanda, Bihar.
16. Candidates are required to send an advance copy of their duly filled in application form along with scanned self-attested copies of certificates/testimonials and the scanned copy of the DD of Rs. 500/- as the "Application Fee" to the given E-mail address: recruitment@nalandauniv.edu.in on or before 18:00 hours 29th July 2019. All the documents should be merged together as one file and in pdf format only. The e-mail containing these documents shall be subjected as "Application for the post of (Name of Post)".
17. The DD against application fee, in original, should be submitted at the time of interview.
18. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the first closing date of sending the advance application.
19. No interim enquiries will be entertained.
20. For any other details please contact through - Email: recruitment@nalandauniv.edu.in
21. Selected candidates will have to produce original documents along with Photo Id at the time of joining.
22. No TA/DA will be given to the shortlisted candidates for appearing in the interview for the above posts.
23. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the University shall be final.
24. In cases of any disputes, any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Courts in Patna, Bihar.
25. 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.

- 26. For Lab Assistant Post, the venue of written test/interview shall be – Nalanda University, at Chhabilapur Road, Rajgir, District – Nalanda, Bihar – 803 116.**
27. All the above positions are based in Rajgir, the Headquarters of the University. The candidate should be willing to relocate in Rajgir, District – Nalanda in the state of Bihar with a liability to serve anywhere in India as per requirement of the University.

**Sd/-
Registrar**