



RAJGIR, DISTRICT NALANDA, BIHAR-803116

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

RECRUITMENT NOTICE

Advertisement No. NU/Engg/89/2019-20/01 dated 02.11.2019.

Nalanda University, an Avant-garde International University under Ministry of External Affairs, invites applications in prescribed format for various Non-teaching (Engineering) positions on contract basis.

Non-teaching Engineering Positions

The University invites eligible candidates for sending their applications in the prescribed Proforma as placed in Appendix A to this notification for the following posts:

Sl. No.	Name of the post(s)	Post Code	No. of positions
1.	Executive Engineer - Civil	Engg/01	1
2.	Executive Engineer - Electrical	Engg/02	1
3.	Assistant Engineer – Civil	Engg/03	1
4.	Assistant Engineer – Electrical	Engg/04	1
5.	Junior Engineer – Civil	Engg/05	1
6.	Junior Engineer – Electrical	Engg/06	1

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 project, 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:

1. Executive Engineer (Civil)

Post Code: Engg/01

Maximum age at entry: 55 years

Essential Educational Qualifications and experience:

Bachelor Degree in civil engineering. At least ten years post qualification experience in a Government body /commercial establishment of repute as an Assistance engineer or in a similar capacity. Good knowledge of software like auto CAD, 3D max would be desirable. Strong interpersonal skills. 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:

Master's degree in Civil Engineering. Experience in supervision/construction of multi-storied buildings, lecture theatre, auditorium, residential quarters, roads, water supply, sanitary installation etc. Experience of RCC design cost estimation and in designing, Contract Law CPWD and PWD accounting procedures. Knowledge of latest protocol in compliance with GRIHA rating/LEED norms.

2. Executive Engineer (Electrical)

Post Code: Engg/02

Maximum age at entry: 55 years

Essential Educational Qualifications and experience:

Bachelor Degree in Electrical Engineering. At least 10 (ten) years post qualification experience in a Government Body /commercial establishment of repute as an Assistance Engineer or in a

similar capacity. Good knowledge of software like auto CAD, 3D max would be desirable. Strong interpersonal skills. 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.

Should have sound experience of executing MEP works, ELV works including ETS, cost estimation for projects in all wired and pipes services works worth more than Rs. 100 crore, contract management, CPWD and PWD accounting procedures. The Candidate should be well acquainted with SCADA, Smart Grid and Smart Lighting Implementation systems. The Candidate should have adequate knowledge in Electricity Regulatory norms pertaining to Net-ZERO, Net-Banking, Net-Metering, FIT, etc. along with idea over maximum demand and its management, sanctioned load demand, actual load demand, captive and onsite generation experience, etc. The Candidate should be well acquainted with hybrid power generation management (at least design) and adequate idea over biogas, biomass, solar and other sources of clean energy generation. The Candidate should have hands on experience on integrated water management systems, design and implementation of Hybrid HVAC system, and different IT (ELV) modules like CCTV, IBMS/BMS, integrated fire alarm system, network management systems, access control systems, etc. The candidate must have worked on 33 KV Electricity line. Should possess 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.

Desirable:

Master's degree in Electrical Engineering. Knowledge of latest protocol in Compliance with GRIHA rating/LEED norms. Expertise in Net Zero/Near Zero campus construction. The candidates having recognition/certification/accreditation from GRIHA/IGBC/BEE shall be given preference. Good knowledge of software like AutoCAD, would be desirable.

3. Assistant Engineer (Civil)

Post Code: Engg/03

Maximum Age at entry: 45 years

Essential Educational Qualifications and Experience:

A Degree in Civil Engineering from a recognized university/institution. At least two years post qualification experience in a government body /commercial establishment of repute as a Junior Engineer or in a similar capacity. 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:

Experience in supervision/construction of multi-storeyed buildings, lecture theatre, auditorium residential quarters, roads, water supply, sanitary installation etc. Experience of RCC design, cost estimation and in designing, constructing & maintaining buildings and utility services should be well conversant with contract law, CPWD and PWD accounting procedure. Knowledge of software like auto CAD. 3D max would be desirable. Knowledge of latest protocol in compliance with GRIHA rating/LEED norms.

4. Assistant Engineer (Electrical)

Post Code: Engg/04

Maximum Age at entry: 45 years

Minimum Educational qualifications and Experience:

Bachelor's degree in electrical engineering from a recognized University/institution. At least two years post qualification experience in a Government Body/ commercial establishment of repute as a Junior Engineer or in similar capacity .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:

Experience of handling electric installation, electric meters, pumps lights, air conditioners, and electric geysers. Should be well conversant with Contract Law CPWD and PWD accounting procedure knowledge skills and Abilities. Excellent oral and written communication skills. Ability to work independently and collaboratively in fast –paced and complex environment. Ability to adapt to changing situations and priorities. Ability to develop relationship with people of diverse backgrounds and experience.

5. Junior Engineer (Civil)

Post Code: Engg/05

Maximum Age at entry: 40 years

Minimum Educational Qualifications and Experience

Bachelor Degree in civil Engineering or First Class Diploma in civil Engineering from a recognized engineering institute/university. At least 05 year post qualification experience for Diploma holder and 03 year post qualification experience for degree holder in a Government Body / commercial establishment of repute as Junior / Assistant Engineer (civil) or a similar capacity. Well conversant with work procedures of CPWD/PWD. Exceptional English speaking skills. Strong ethical convictions and an ethnically diverse population of students, faculty and staff.

Desirable:

Knowledge of software like auto CAD, 3D Max would be desirable. Knowledge of latest protocol in compliance with GRIHA rating/ LEED norms.

6. Junior Engineer (Electrical)

Post Code: Engg/06

Maximum Age at entry: 40 years

Minimum Educational Qualifications and Experience:

Bachelor's degree in Electrical Engineering or First Class Diploma in Electrical Engineering from a recognized engineering institute/university .At least 05 year post qualification experience for Diploma holder and 03 year post qualification experience for degree holder in a government body / commercial establishment of repute as Junior / Assistance Engineer (Electrical) or in a similar capacity . Well conversant with work procedures of CPWD/PWD.

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 student, faculty and staff.

Desirable:

Knowledge of latest protocol in compliance with GRIHA rating / LEED norms. Knowledge of Renewable energy. Net metering concept.

General Terms and Conditions:

1. All the above positions under this Advertisement Notice are on contract basis based in Rajgir, District Nalanda, Bihar.
2. The University reserves the right to relax the eligibility criteria in exceptional cases, or in case Engineers handling similar Projects funded by Central or State Governments at the discretion of the University.
3. 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.
4. The University also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
5. The University reserves the right to empanel candidate(s) for future vacancies.
6. Candidates applying for more than one post should apply separately for each post. Separate application fees will also be required to be submitted.
7. Degree as referred above should must have been awarded by a recognized University / an Institute affiliated by AICTE.
8. 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.
9. 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.

10. University strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
11. 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.
12. The Application Proforma is placed as **Appendix – A** to this notice. Candidates are advised to carefully fill in all relevant fields provided in the Application Proforma duly preferably typed in or neatly handwritten and provide all relevant information pertaining to qualification, experience details, etc. All copies of the testimonials submitted should be duly self-attested.
13. Candidates are requested to send their applications to reach the office of the Registrar, Nalanda University, Chhabilapur Road, Rajgir-803116, Bihar, on or before 23rd November 2019.
14. Scanned copies of the duly filled in and signed application form (as per prescribed Proforma in Appendix -A) along with all self-attested copies (soft copy) of the testimonials, converted in a single PDF file, should also be sent through e-mail to recruitment@nalandauni.v.edu.in on or before closing hours of 23rd November 2019.
15. The e-mail containing scanned copy of the Application along with all testimonials shall be subjected as "Application for the post of (Name of Post & post code)". It would be preferred if all the scanned copies of the documents be merged together as one file and sent in pdf format.
16. Incomplete applications or applications without self-attested copies of certificates/testimonials or applications without an application fee as detailed below are liable to be rejected.
17. The University reserves the right to evolve any screening/selection process if the number of applicant is large for a particular post.
18. **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. As an alternative the Candidates may submit the Application Fee by making online payments /through NEFT. The relevant bank account details of the University are as furnished below. In case of online payment the Candidate must furnish the payment/transaction details along with the Application for verification by the University.

19. The DD against application fee, in original, should be sent by post along with the original application form. Application forms received without any fee payment details or DD in original are liable to be rejected.
20. No interim enquiries will be entertained.
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 suits 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. The venue for conducting written test/interview for all the above positions is – 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**



Appendix - A

RAJGIR, DISTRICT NALANDA, BIHAR-803116

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

Advt. no. NU/Engg/89/2019-20/01 dated 02.11.2019

Application Form

Kindly go through the detailed advertisement on University website before filling up the Application Form. All the fields are mandatory. Dully filled application form along with scanned copies of all the relevant certificates/ documents must be sent to the email: recruitment@nalandauniv.edu.in in pdf format on or before the closing date of the advertisement.

**Affix latest
passport size
coloured
photograph**

Position Applied for:

1. Name (In Capital Letter):
2. Mother's Name:
3. Father's Name:
4. Gender (Male/Female):
5. Date of Birth (DD/MM/YYYY):
7. Nationality:
8. Contact No.:
8. Aadhar Number (or any other ID number):
9. E-mail
10. Permanent address:
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11. Address for Correspondence:

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12. **Academic Record:** (attach scan copies of relevant documents in jpg/pdf format)

Examination	Name of School/ College/ University/ Institute With city and state	Year of Passing	Subjects	Marks Scored	Total Marks	% of Marks/ CGPA obtained	Division
Senior Secondary (10 th)							
Higher Secondary (12 th)							
Diploma/ Graduation							
Masters							
Ph.D.							

Any Other (M.B.A./M.C.A)							
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13. **Work Experience** (For detailed submission separate sheet or complete CV may be enclosed. Enclose self-attested scanned copies of appointment letters, experience certificates, relieving orders, and last salary slip etc. in proof of multiple experiences):

Position	Name of the University/Institution and address	Duration	Nature of the assignment (regular/contract/adhoc)	Pay scale/ remuneration	Key Activities

14. Any recognition/certification/accreditation/Paper presentation/Workshop/Seminar (If any):

- 1.
- 2.
- 3.
- 4.

15. Any other relevant details:

16. Languages:

Language	Read	Write	Speak
English			
Hindi			
Any other			

17. Please specify familiarity with Computers:

Knowledge of Computers with expertise in MS Word/ MS Excel/ MS PowerPoint and other Microsoft Office Skills/ Internet applications etc.	<p>Please Specify if:</p> <p><u>(Average/Good/Expert)</u></p>
Knowledge of AutoCAD, and any other Construction Project Management software, etc.	<p>Please Specify if:</p> <p><u>(Average/Good/Expert)</u></p>

18. Why do you wish to join Nalanda University and how this will help you in achieving your career goals? (150 words)

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Declaration

I hereby declare that:

1. I have carefully read all the details in the advertisement published on the University website.
2. I have carefully read and understood the instructions and particulars on this application and that all entries in this form as well as in the attached sheets are true to the best of my knowledge and belief.

Date:

Place:

Signature