

General Terms and Conditions:

1. The position under this Advertisement Notice is on contract basis based in Rajgir, District Nalanda, Bihar.
2. The University reserves the right to relax the eligibility criteria in exceptional cases at the discretion of the University.
3. The University also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
4. The University reserves the right to empanel candidate(s) for future vacancies.
5. Degree as referred above should must have been awarded by a recognized University / an Institute affiliated by AICTE.
6. 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.
7. 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.
8. University strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
9. The University reserves the right to screen and call only such candidates who are found prima-facie suitable for being considered by the Screening Committee. Mere fulfilling of the norms will not automatically entitle a candidate to be called for Interview/ Written Test.
10. 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.
11. Candidates are requested to send their applications to reach the office of the Registrar, Nalanda University, Chhabilapur Road, Rajgir-803116, Bihar, on or before **February 26, 2020.**

12. Scanned copies of the duly filled in and signed application form 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@nalandauniv.edu.in on or before closing hours of **February 26, 2020**.
13. The e-mail containing scanned copy of the Application along with all testimonials shall be subjected as “**Application for the post of Librarian**”. It would be preferred if all the scanned copies of the documents be merged together as one file and sent in pdf format.
14. 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.
15. The University reserves the right to evolve screening/selection process if the number of applicant is large for a particular post.
16. **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.

Details for NEFT

| | |
|----------------------------|----------------------------|
| PAYEE NAME | : Nalanda University |
| BANK NAME | : HDFC Bank Ltd |
| BRANCH NAME | : Dharamshala Road, Rajgir |
| BANK ACCOUNT NUMBER | : 50100079546912 |
| IFSC | : HDFC0002059 |

17. The DD against application fee, in original, should be sent by post along with the original application form. Application forms received without fee payment details or DD in original are liable to be rejected.
18. No interim enquiries will be entertained.
19. Selected candidates will have to produce original documents along with Photo Id at the time of joining.
20. No TA/DA will be given to the shortlisted candidates for appearing in the interview for the above posts.

21. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the University shall be final.
22. 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.
23. 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.
24. The position is 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**