

INSTRUCTIONS

1. Candidates are advised to carefully fill in all relevant fields provided in the Application Proforma duly preferably typed in or neatly hand written and provide all relevant information pertaining to qualification, experience details, etc. 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 be sent through e-mail to recruitment@nalandauniv.edu.in on or before closing hours on Monday, **May 11th, 2020**.
2. The position under this Advertisement Notice is on contract basis based in Rajgir, District Nalanda, Bihar.
3. 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.
4. The University reserves the right to screen and call only such candidates who are found suitable for being considered by the Screening Committee. Recommendation of the selection committee will be final.
5. The applicants who had applied earlier may also send a revised application.
6. The last date of submitting application is Monday, May 11th, 2020.

ESSENTIAL QUALIFICATIONS AND EXPERIENCE

NAME OF THE POST: ADMINISTRATIVE OFFICER (On contract Basis)

Pay Scale: US\$ 6,000-11,000

Minimum educational Qualifications & Experience:

Bachelor's Degree in any discipline with 55% marks or equivalent from a recognized University / Institute. At least five years experience in the related field of Hospitality, Administration, and General Supervision/Management. 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.

NAME OF THE POST: ASSISTANT REGISTRAR (On contract Basis)

Pay Scale: US\$ 14,000-23,000

Minimum educational Qualifications & Experience:

Master 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 with proven administrative capabilities or equivalent administrative experience in one or more of the following:

Administration/ admissions/ examination/ establishment/ procurement /performance management system/training and development /welfare (including recruitment and selection policy /practices, discipline, grievance, counseling), legal campus /estate or material 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 qualifications:

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

General Terms and Conditions:

1. The University reserves the right to relax the eligibility criteria in exceptional cases at the discretion of the University.
2. The University reserves the right to empanel candidate(s) for future vacancies.
3. Degree as referred above should have been awarded by a recognized University / an Institute affiliated by AICTE.
4. 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.
5. University strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
6. Incomplete applications are liable to be rejected.
7. No interim enquiries will be entertained.
8. Selected candidates will have to produce original documents along with Photo Id at the time of interview.
9. No TA/DA will be given to the shortlisted candidates for appearing in the interview for the above posts.
10. In cases of any disputes or any suites the territorial jurisdiction shall be restricted to the Courts in Patna, Bihar.
11. 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 or inter-department transfer depending upon the requirement/ exigency of the work.
12. 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.
13. Selected candidate will sign an Employment Contract.
14. The University reserves the right to appoint in a higher scale of pay for deserving candidate based on recommendation of Selection Committee.

**Sd/-
Registrar**