

## **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](mailto:recruitment@nalandauniv.edu.in) on or before closing hours on **12.05.2020**.
2. The position under this Advertisement Notice is on contract basis based in Rajgir, District Nalanda, Bihar.
3. Persons employed in Central Universities/ 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 **12.05.2020**.

## **ESSENTIAL QUALIFICATIONS AND EXPERIENCE**

**NAME OF THE POST: Registrar (On Contract Basis/ Deputation)**

**Pay Scale: (US\$ 30,000 - 45,000)**

### **Minimum Educational Qualifications and Experience:**

Master's Degree with at least 55% marks or its equivalent grade on a particular Grade Point Scale and consistently good academic record. At least 15 years of experience as Assistant Professor/Associate Professor of which 8 years should be in Associate Professor, along with experience in educational administration.

OR

Comparable experience in Research Establishments and other Institutions of higher education.

OR

Preferably 15 years of administrative experience of which approximately 8 years should be as Deputy Registrar in a University system.

Candidates should have thorough knowledge of and experience with policies, regulations, and academic standards, and all aspects of University management and an ability to understand rules and regulations and apply them in varying circumstances. strong interpersonal skills, strong ethical convictions and a commitment to quality service. The candidate should have the ability to competently interact with a culturally and ethnically diverse populations, of students, faculty and staff. Excellent skills in verbal and written communications in English and computer literacy.

### **Desirable:**

- (i) Qualification in area of Management / Engineering/ Law.
- (ii) Experience in handling Computerized Administration / Legal /Financial /Establishment Matters.

## **TERMS AND CONDITIONS:**

1. The University reserves the right to relax the eligibility criteria 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 Institution of repute.
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. 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.
12. Selected candidate will sign an Employment Contract.
13. Candidates from Central Universities / Institutions may apply to serve on Deputation / Lien.

**Sd/-**  
**Registrar**