

RAJGIR, DISTRICT NALANDA, BIHAR-803116

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

RECRUITMENT THROUGH WALK -IN INTERVIEW PHYSICAL APPEARANCE OR VIDEO CONFERENCING (AS PER THE CHOICE OF CANDIDATE)

Advertisement No. Walk-in/01/2020-2021 Dated: 15th June 2020.

Candidates are invited for appearing in **Walk-in Interview** through **physically or Video Conferencing (as per the choice of candidate)** 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 (physically or video conferencing) as per the schedule tabulated below at the addresses mentioned herein under “General Terms & Conditions” below along with the duly filled applications form as per the prescribed Proforma for the following posts.

Name of the post(s)	No. of vacancies	Mode of appointment	Last date of submission	Date of Walk-in Interview	Venue of Walk-in Interview
IT Supervisor cum Technician Post	1	Contract (consolidated)	(i) 13:00 hours of 29 th June 2020, (ii) Mode of Interview (physically or video conferencing - must be mentioned)	11:30 hours on 30th June 2020 Walk-in Interview (physically or video conferencing)	Mini Auditorium, Nalanda University, Rajgir, near Pilkhi village, District – Nalanda, Bihar-803116

Attributes essential for all the above post(s)

1. Skills

- Excellent spoken and written skills in English language
- 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:

IT Supervisor cum Technician Post at Nalanda University (Walking interview)
Code: NT/08

No. of positions – 01 (one)

Age limit- 40 years

COMPULSORY QUALIFICATIONS:

Bachelor Degree in Computer Applications or equivalent with minimum 55% marks or its equivalent grade point scale wherever grading system is followed. Working experience of managing large network. Advanced knowledge of Network Administration, System Administration, troubleshooting of Computer both hardware and software related. Moderate knowledge of website administration and Server Management. Familiarity with Cyber Security and threat protection, Firewall management, IP Telephony management etc.

Strong interpersonal skills. Intermediate 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:

The candidate is able to prepare the IT file related to purchase and student's requirement and able to conduct the IT 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/cancel 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. Degree as referred above should have been awarded by a recognized University / Institute.
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 or before joining. However, they should submit an undertaking to that effect. University strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.

10. 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.
11. The University reserves the right to evolve any screening/selection process if the number of applicant is large for a particular post.
12. Candidates are required to send their curriculum along with scanned self-attested copies of certificates/testimonials on E-mail address: itrecruitment@nalandauniv.edu.in on or before 13:00 hours **29th June 2020**. 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)". The documents, in original, should be submitted at the time of interview.
13. 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.
14. No interim enquiries will be entertained.
15. For any other details please contact through - Email: itrecruitment@nalandauniv.edu.in
16. Selected candidates will have to produce original documents along with Photo Id at the time of joining.
17. No TA/DA will be given to the shortlisted candidates for appearing in the interview for the above posts.
18. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the University shall be final.
19. 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.
20. 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.
- 21. For IT Supervisor cum Technician Post, the venue of interview shall be –Mini Auditorium, Nalanda University, at Vill-Pilkhi, Rajgir, District – Nalanda, Bihar – 803 116. The candidate may participate physically or online through video conferencing (as per their preference/choice).Candidates are also requested to**

mention their choice for mode of interview either physical or video conferencing during the submission of application.

22. The above 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.
23. The guidelines of Government of India for preventive measures to contain the spread COVID-19 must be maintained by the candidates.

**Sd/-
Registrar**