



RECRUITMENT NOTICE

NU/Admin/Jobs/2022

Date: 08.03.2022

Nalanda University, Rajgir is an avant-garde “International” University declared as Institution of “National Importance” by Gol and established by an Act of the Indian Parliament (Nalanda University Act, 2010). The establishment of Nalanda University was supported by 18 participating countries of the East Asia Summit including India.

Application are invited from eligible candidates for non-academic positions as per the details given below:

Post Code	Name of the Post	No. of Post
1.	Registrar	01
2.	Finance Officer	01
3.	University Librarian	01

POST CODE: 01

1.	Name of the Post	Registrar (On Contract Basis)
2.	Number of Posts	01 (One)
3.	Age Limit	Preferably Below 60 Years
4.	Scale of Pay	(USD 30,000 – 45,000) per annum
5.	Criteria for appointment	<p>MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE:</p> <p>Master's Degree with at least 55% marks or its equivalent grade on a particular Grade Point Scale and consistently good academic record. Preferably 15 years of administrative experience (Preferably in educational administration).</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>Preferably 15 Years of administrative experience, of which approximately 8 Years shall be as Deputy Registrar in a University system.</p> <p>Candidate should have thorough knowledge of and experience with polices, regulations, and academic standards, and all aspects of University management and an ability to understand rules and regulations and apply them in varying circumstances. The candidate should have strong interpersonal skills, strong ethical convictions and a commitment to quality service with integrity and accountability. The candidates should have the ability to competently interact with a culturally and ethnically diverse community including faculty and staff. Excellent skills in written communications in English and computer literacy is essential apart from effective communication skills. He/She should be well-versed with University Act and other statutory documents.</p> <p>DESIRABLE:</p> <p>(i) Qualification in area of Management / Engineering / Law. (II) Experience in managing computerized administration / legal /financial / establishment matters.</p>

POST CODE: 02

1.	Name of the Post	Finance Officer (On Contract Basis)
2.	Number of Posts	01 (One)
3.	Age Limit	Preferably Below 60 Years
4.	Scale of Pay	(USD 30,000 – 45,000) per annum
5.	Criteria for appointment	<p>MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE:</p> <p>Master's Degree with at least 55% marks or its equivalent grade on particular Grade Point Scale and consistently good academic Record.</p> <p>Minimum 15 years progressive experience in accounting, budgeting and financial analysis and management, of which 8 years should be as Deputy Registrar in a University system.</p> <p>Governmental accounting experience and experience of working in a similar role in large complex organization will be highly desirable. Must have adequate knowledge of principles, practices and methods of governmental accounting and auditing; taxation, budget preparation and analysis; debt financing methods; modern office practice, procedures and methods; principles of administration, supervision and employee training; service conditions. Professional CA/CPA qualifications would be desirable. The candidate should have strong interpersonal skills, strong ethical convictions and a commitment to quality service with integrity and accountability. He/She should be well-versed with University Act and other statutory documents.</p> <p>DESIRABLE:</p> <p>Having served as Finance Officer of a Central Institution/Organization.</p>

POST CODE: 03

1.	Name of the Post	University Librarian (On Contract Basis)
2.	Number of Posts	01 (One)
3.	Age Limit	Preferably Below 55 Years
4.	Scale of Pay	(USD 27000-40000) per annum
5.	Criteria for appointment	<p>MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE:</p> <p>A Master's degree in Library and information Science with minimum of 55% of the marks or equivalent grade (CGPA) and consistently good academic record.</p> <p>M. Phil / Ph. Degree in Library Science and Information Sciences.</p> <p>Minimum of 10 years of experience as Librarian / Deputy Librarian in a University or similar organizations or the institutes of repute like IITs/IIMs/IISc/IISERs etc. Experience of innovative library services, including the integration of ICT, e-resources and digital library. Sound and working knowledge of open sources software i.e. DSpace, Koha, CMS, RMT etc. along with the emerging technological tools and software related to the library is essential.</p>

GENERAL TERMS & 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 post the selections. 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.
14. The University reserves the right to appoint a deserving candidate by invitation/nomination who might have not applied.
15. Appointment are contingent upon a successful background check.

The candidates are required to apply through **ONLINE only**. Please visit University website www.nalandauniv.edu.in for application Form. The Scanned copy of the duly filled application form with scanned copies of self-attested Educational Qualification, Professional Experience along with a Demand Draft (Rs.500/-) drawn in favour Nalanda University,

Rajgir and payable at Rajgir, should be sent as attachment (All the Documents to be merged as one file and pdf version only) to: recruitment@nalandauniv.edu.in latest by 5.00 pm on or before 29.03.2022. Candidates are advised to mention the name of the post and Post Code in the subject while forwarding the Email.

The Original Demand Draft may be sent by speed post super scribed "**Application for the post of (Name of the Post & Post code)**" addressed to Registrar (I/C) , Nalanda University, Rajgir, Chhabilapur Road, Dist. Nalanda (Bihar) - 803116 so as to reach on or before 29.03.2022. The applicant must clearly write their name, date of birth and post applied for on the back of the Demand Draft without which their application may be rejected.

**Sd/-
Registrar (I/C)**