



RECRUITMENT NOTICE

No. NU/Rect/NT/2025-26/

Date: 10.11.2025

Nalanda University, Rajgir is an avant-garde "International" University, designated as institution of "National Importance" established by an Act of the Indian Parliament (Nalanda University Act, 2010) under the aegis of the Ministry of External Affairs, GOI.

The University invites eligible candidates for the following Non-Teaching post on contract basis for Nalanda University at Rajgir, District – Nalanda, Bihar.

Sl.No.	Name of the Post	Pay	No. of Post
1.	Assistant Manager (IT) (on contract Basis)	Negotiable	01

Minimum Educational Qualifications and Experience:

1. BE/BTech/MCA/M.Sc. with a technical major, such as, Computer Engineering/Computer Application/computer science / IT or equivalent.
2. 5 years of experience in managing large Data Center environment, Campus-wide Network, data security, design and planning of enterprise-wide infrastructure technologies. Enterprise Network & Network Security / Monitoring; configuring & managing mail server, web server, proxy server, DNS, DHCP & Open Source with OEM certification in security.

Desirable:

Strong problem solving, writing, communication and analytical skills are required. Candidates having a prior understanding of system design and experience as solution architect in designing the larger ERP based project will be preferred. Excellent written and oral communication in English. Ability to determine computer problems and to coordinate hardware and/or software solutions.

Knowledge of data security and disaster recovery systems and procedures, range of network systems, protocols, applications, broad range of relevant multi-user computer systems, equipment.

Knowledge of systems security protocol, policies, and procedures. Ability to plan, implement, test, and troubleshoot system software. Knowledge of computer site licensing regulations and requirements.

GENERAL TERMS & CONDITIONS

1. The University reserves the right to conduct written test/interview, only the requisite number of candidates will be called after shortlisting with reference to the candidate's qualification, suitability, experience, etc.
2. Degree as referred above should have been awarded by a recognized University / an Institution of repute.

3. 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.
4. Incomplete applications are liable to be rejected.
5. No interim enquiries will be entertained.
6. Selected candidates will have to produce original documents along with Photo Id at the time of interview.
7. No TA/DA will be given to the shortlisted candidates for appearing in the interview for the above posts.
8. 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.
9. Selected candidate will sign an Employment Contract.
10. Appointment are contingent upon a successful background check.
11. Canvassing in any manner would entail disqualification of the candidature.
12. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the University shall be final.
13. In cases of any disputes, any suits or legal proceedings against the University, the territorial jurisdiction shall be restricted to the High Court at Patna, Bihar.

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 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 26.11.2025. Candidates are advised to mention the name of the post while forwarding the Email.

Registrar