

## **RECRUITMENT NOTICE**

No. NU/Estt/NT/Job/Apr-II/2026

Date: 24.04.2026

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 Positions **on contract on consolidated Pay basis** for Nalanda University at Rajgir, District – Nalanda, Bihar.

SL	Name of the Post	No. of the Post	Consolidated Pay
1.	<b>Manager (IT)</b>	<b>01</b>	<b>Negotiable</b>
2.	<b>Assistant Manager (IT)</b>	<b>02</b>	<b>Negotiable</b>
3.	<b>Manager (Guest House)</b>	<b>01</b>	<b>Negotiable</b>
4.	<b>Junior Engineer (Mechanical)</b>	<b>01</b>	<b>Negotiable</b>
5.	<b>Assistant (Finance)</b>	<b>02</b>	<b>Negotiable</b>
6.	<b>Assistant (Administration)</b>	<b>02</b>	<b>Negotiable</b>

### **DETAILED ADVERTISEMENT**

<b>01</b>	<p><b>Name of the Post :</b> <b>Manager (IT)</b> <b>No. of the Post :</b> <b>01</b> <b>Consolidated Pay :</b> <b>Negotiable</b></p> <p><b>Minimum Educational Qualifications and Experience:</b></p> <ol style="list-style-type: none"><li>1. BE/B.Tech/MCA/M.Sc. with a technical major, such as, Computer Engineering/Computer Application/computer science / IT or equivalent.</li><li>2. Five years of experience in managing large Data Center environment, Campus-wide Network, data security, design and planning of enterprise-wide infrastructure technologies. Enterprise Network &amp; Network Security / Monitoring; configuring &amp; managing mail server, web server, proxy server, DNS, DHCP &amp; Open Source with OEM certification in security.</li></ol> <p><b>Desirable:</b> 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.</p>
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	Ability to plan, implement, test, and troubleshoot system software. Knowledge of computer site licensing regulations and requirements
<b>02</b>	<p><b>Name of the Post : Assistant Manager (IT)</b>  <b>No. of the Post : 02</b>  <b>Consolidated Pay : Negotiable</b></p> <p><b>Minimum Educational Qualifications and Experience:</b></p> <ol style="list-style-type: none"> <li>1. BE/B.Tech/MCA/M.Sc. with a technical major, such as, Computer Engineering/Computer Application/computer science / IT or equivalent.</li> <li>2. Three years of experience in managing large Data Center environment, Campus-wide Network, data security, design and planning of enterprise-wide infrastructure technologies. Enterprise Network &amp; Network Security / Monitoring; configuring &amp; managing mail server, web server, proxy server, DNS, DHCP &amp; Open Source with OEM certification in security.</li> </ol> <p><b>Desirable:</b></p> <p>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.</p>
<b>03</b>	<p><b>Name of the Post : Manager (Guest House)</b>  <b>No. of the Post : 01</b>  <b>Consolidated Pay : Negotiable</b></p> <p><b>Minimum Educational Qualifications and Experience:</b></p> <p>Graduate in Hotel Management / Hospitality Management/ Tourism/ or in equivalent discipline, with minimum 60% marks. Knowledge of spreadsheets and database software. Knowledge of general record keeping and filing systems.</p> <p>Minimum 05 years' experience of handling following works/responsibility in a reputed firm/organization/ government body / commercial establishment:</p>

- Supervising front desk, housekeeping, and maintenance teams to ensure the facility remains clean, safe, and functional.
- Handling check-ins/check-outs, addressing complaints, and ensuring a welcoming environment for students or guests.
- Maintaining visitor records, managing room allotments, and overseeing budget expenditures or revenue targets.
- Implementing health and safety protocols, conducting risk assessments, and managing emergency procedures.

04

**Name of the Post : Junior Engineer (Mechanical)**

**No. of the Post : 01**

**Consolidated Pay : Negotiable**

**Minimum Educational Qualifications and Experience:**

Graduate in Mechanical Engineering or First Class Diploma in Mechanical Engineering from a recognized engineering institute/university.

At least 05 year post qualification experience for Diploma holder and 03 year post qualification experience for degree holder in a reputed firm/organization/government body / commercial establishment of handling following task/responsibility:

- Analyzing technical problems to see how mechanical devices can solve and investigating equipment failures to diagnose malfunctions and recommend remedies.
- Establishing maintenance procedures, conducting regular inspections, and implementing quality control programs to ensure long-term system efficiency.
- Planning budgets, managing resources, and coordinating with multidisciplinary teams—including electrical engineers and civil engineers.

**Desirable**

- Deep knowledge of mechanics, thermodynamics, and materials science.
- Strong communication for presenting ideas to non-technical person
- Knowledge of latest protocol in compliance with GRIHA rating/ LEED norms.
- Knowledge of Renewable energy.
- Net metering concept.

05	<p><b>Name of the Post : Assistant (Finance)</b>  <b>No. of the Post : 02</b>  <b>Consolidated Pay : Negotiable</b></p> <p><b>Minimum Educational Qualifications and Experience:</b></p> <p>Bachelor Degree in Commerce with 60% mark.</p> <p>Minimum 03 years' experience in a reputed firm/organization/ government body / commercial establishment of handling following works/responsibility:</p> <ul style="list-style-type: none"> <li>• Processing <b>purchase invoices</b> and preparing supplier payments according to schedules.</li> <li>• Raising and sending <b>customer invoices</b>, and following up on overdue accounts (credit control).</li> <li>• Managing <b>petty cash</b> records and employee expense reimbursements.</li> <li>• Entering financial transactions into <b>accounting software</b> (Tally).</li> <li>• Maintaining and updating the <b>general ledger</b> and other financial databases.</li> <li>• Reconciling <b>bank statements</b> and investigating any discrepancies.</li> <li>• Assisting in the preparation of <b>financial statements</b>, such as balance sheets and profit and loss accounts.</li> <li>• Providing documentation for internal and external <b>audits</b>.</li> <li>• Assisting with <b>tax documentation</b> and statutory submissions like TDS/GST or tax returns.</li> <li>• Handling routine finance enquiries from vendors, clients, or other departments.</li> <li>• Supporting the budget preparation process by collecting data and tracking actual vs. planned spending.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Advanced skills in <b>Microsoft Excel</b> (e.g., formulas, spreadsheets) and familiarity with accounting software are essential.</li> <li>• Strong mathematical skills and extreme <b>attention to detail</b> to ensure the accuracy of financial data.</li> <li>• High level of <b>discretion</b> and honesty when handling sensitive financial and salary information.</li> </ul>
06	<p><b>Name of the Post : Assistant (Administration)</b>  <b>No. of the Post : 02</b>  <b>Consolidated Pay : Negotiable</b></p>

	<p>Bachelor Degree from a recognized University / Institution.</p> <p>Minimum 03 years' experience in a reputed firm/organization/ government body / commercial establishment of handling following works/responsibility:</p> <ul style="list-style-type: none"> <li>• Noting and drafting and Computer Operation.</li> <li>• Making of presentations</li> <li>• Filing (physical/digital), scanning, copying, and preparing reports or presentations</li> <li>• Maintaining accurate records, databases, and spreadsheets.</li> <li>• Handling mail, couriers, and booking travel arrangements.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Proficiency in Microsoft Office (Word, Excel, Outlook) or Google Workspace, and experience with office equipment (printers, scanners).</li> <li>• Strong organizational, time management, and multitasking skills.</li> <li>• Excellent verbal and written communication skills with ability to interact with a culturally and ethnically diverse population of students, faculty and staff.</li> </ul>
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The **last date** for receiving applications is **15.05.2026**. Applications received after the closing date will be rejected and no correspondence shall be entertained in this regard.

#### **HOW TO APPLY:**

- Download the Application Form given with the Recruitment Notice.
- Fill out the Application Form using Computer Typing and save as the file by own name in the MS-WORD-Format.
- Scan all the documents of educational qualifications and experience and compile in a separate single PDF File.
- Sent both the files as enclosure to the University email "[recruitment@nalandauniv.edu.in.](mailto:recruitment@nalandauniv.edu.in)" on or before closing date.
- Post applied for must be mentioned in the Subject of the -email.
- Incomplete Application Form or not in the prescribed format (like Handwritten/ PDF/ Scanned /OCR/Image base text etc.) will be rejected and no correspondence shall be entertained in this regard.
- Attached document should be clearly scanned by a proper scanner machine (not through the Mobile Phone and & other medium).

#### **GENERAL INSTRUCTION:**

1. The Applicants must be citizens of India.
2. The candidate is responsible for the information filled in the Application Form.

3. Incomplete application Forms shall not be considered for shortlisting and the criteria of shortlisting shall be as per the Institutional requirements and norms.
4. No TA/DA will be paid for appearing for the selection process. Any changes of dates etc. also will be communicated either by publishing in the website and thus candidates are requested to visit the website regularly.
5. Mere fulfilment of essential qualifications and specialization requirements does not entitle any candidate for a call to the interview. Short-listing criteria may be set higher than the advertised (if required).
6. The Nalanda University reserves all rights to fill/not fill the advertised post.
7. The interview shall be conducted in Offline / Online mode as applicable. Timings shall be shared after the scrutiny of applications by email only.
8. The decision of the University related to all matters pertaining to the selection shall be final and binding on the applicants. No candidate will have any claim for issue of appointment letter, as a matter of right, even after recommendations by the Selection (Interview) Committee.
9. Selected candidate must be ready to join immediately.
10. Any other rule, as applicable will be followed, although not mentioned above.
11. Intimation about the Shortlisted Candidates for Interview and the selected candidate will be informed via email only and they are expected to join immediately. Applicants are advised to mention their correct and active email ID in the application, as all correspondences will be through email only. Hence, regular checking of the email by the applicant is expected.

**Sd/-  
Registrar**