RECRUITMENT NOTICE

No. NU/NT/Job/Nov-2026 Date: 05.11.2026

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 applications from eligible candidates for the engagement of following Non-Teaching Positions **on contract on consolidated Pay basis:**

1. **Sports Manager (01 Post)**
2. **Female Gym Instructor (01 Post)**

SL	DETAILED ADVERTISEMENT
1	**SPORTS MANAGER** **No. of the Post** : 01 **Nature of Engagement** : On Contract for a period of 01 Years Initially (Extendable subject to satisfactory performance and requirement of the University) **Consolidated Pay** : Negotiable **Minimum Educational Qualifications:** • Bachelor's Degree in Physical Education • **Preferred:** Master's degree in Physical Education (M.P.Ed.), Sports Science, Sports Management, Physical Education & Sports, or an equivalent relevant discipline from a recognized institution. **Experience:** • **Minimum 5 years of relevant experience** in university/college sports, sports administration, facility management, coaching, sports academy operations or a comparable environment. • Recognised coaching certification/diploma from SAI/NSNIS, National Sports Federation or another recognised institution will be an **advantage.** • Demonstrated coaching expertise in at least one recognised sport is **desirable.** • Participation/coaching experience at **University, State, National or International level** will be an **added advantage.** • Experience in managing sports facilities, organising tournaments, handling equipment /inventory and developing student teams will be **strongly preferred.** **Desired Competencies** The ideal candidate should be hands-on, energetic and student-oriented, with strong leadership, coaching, planning and execution capabilities. The role requires regular on-field presence and willingness to work during early mornings, evenings and weekends, depending on training and competition schedules.

Key Responsibilities

- **Sports Infrastructure & Facilities:** Oversee the day-to-day functioning, utilisation and upkeep of playgrounds, courts, gymnasium, indoor/outdoor sports facilities and equipment; coordinate maintenance, repairs and infrastructure upgrades.
- **Sports Planning & Execution:** Develop and execute the University's annual sports calendar, including regular activities, tournaments, leagues, annual sports meets, fitness initiatives and recreational programmes.
- **Coaching & Student Development:** Conduct/supervise regular coaching and practice sessions, identify sporting talent, mentor students, develop University teams and prepare students for competitive events.
- **Competitions & Events:** Organise intra-University and inter-university competitions and coordinate team selection, registrations, equipment, travel and other logistics.
- **Sports Administration:** Maintain records of facilities, equipment, inventory, student participation and achievements; support procurement and budget planning; prepare periodic reports.
- **Team & Stakeholder Coordination:** Coordinate with coaches, trainers, ground staff and relevant University departments to ensure smooth and safe conduct of all sporting activities.
- **Student Engagement & Sports Culture:** Drive participation across the student community while promoting fitness, teamwork, discipline, sportsmanship and competitive excellence.

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FEMALE GYM INSTRUCTOR

No. of the Post : 01

Nature of Engagement : On Contract for a period of 01 Years Initially (Extendable subject to satisfactory performance and requirement of the University)

Consolidated Pay : Negotiable

Minimum Educational Qualifications:

- Bachelor's Degree in Physical Education (B.P.Ed.) / Sports Science / Exercise & Fitness / related discipline from a recognized institution.

Experience:

- **Minimum 3 years** of relevant experience as a Gym Instructor, Fitness Trainer, Personal Trainer or Strength & Conditioning Trainer or Physical education & Health Teacher.
- Prior experience working in a University, educational institution, sports centre, fitness centre or professional gym will be **an advantage.**
- Certification in sports and sporty injury**.**

	Desired Skill The ideal candidate should have sound knowledge of fitness training, strength and conditioning, gym equipment, exercise techniques and safety protocols. She should possess strong communication and interpersonal skills and be comfortable working closely with students. Candidates should be energetic, disciplined, approachable and hands-on, with a strong commitment to promoting fitness and well-being within the University community. **Key Responsibilities** • Supervise the day-to-day functioning of the women's gymnasium, games, physical education and ensure a safe, disciplined and welcoming fitness environment. • Conduct regular fitness, strength, conditioning, mobility and general exercise sessions for students. • Guide users on the correct and safe use of gym equipment, exercise techniques and appropriate workout routines. • Develop basic individual and group fitness programmes based on fitness levels and goals. • Monitor students during workouts and provide guidance on posture, form, warm-up, cool-down and injury prevention. • Conduct basic fitness assessments and track progress, wherever required. • Ensure gym equipment is properly used, maintained and stored; promptly report maintenance or safety concerns. • Maintain required records related to gym usage, equipment and activities. • Support the University in organising fitness challenges, wellness activities, sports camps and related student-engagement initiatives. • Ensure adherence to University rules, gym timings, safety standards and hygiene protocols.

The **Last date** for receiving applications is **27.11.2026.** Applications received after the closing date will be rejected and no correspondence shall be entertained in this regard.

HOW TO APPLY:

1. Candidates are required to apply only through the **Link** given at end of the advertisement or on the University Website. **No hard copy of the application will be accepted.**

   Since the link is based on a **Google Form,** you are requested to log in to your Gmail account before clicking on the link**.** If you do not have a Gmail Account, please create one before accessing the link.

2. **APPLICATION PROCESS:**

The application process has following two mandatory stages:

(A) Filling of Application Form (Google Form) and

(B) Forwarding copy of the filled Application Form with enclosures of required supporting document to **Recruitment Cell**, Nalanda University.

(A) FILLING OF APPLICATION FORM (GOOGLE FORM)

(i) **Click on the given Link** and carefully fill the **Application Form**, and then **SUBMIT**.

(ii) After successful submission of the Application Form, the applicant will receive a copy of the **Filled Application Form** on his/her registered Email.

(B) FORWARDING OF APPLICATION FORM TO RECRUITMENT CELL, NU

The applicant is required to **FORWARD (and not compose a separate email)** the copy of that filled Application Form received at his/her registered email to the Recruitment Cell, Nalanda University at **recruitment@nalandauniv.edu.in** along with the following enclosure:

Enclosure: Enclose of a **SINGLE PDF FILE** Containing - Updated CV with Passport Size Photograph; Qualification Certificates and Mark Sheets (Graduation onward only); Experience Certificates and Other relevant supporting documents.

3. Merely filling the Application Form shall not be considered completion of the application process unless **Application Form** along with required document is forwarded to recruitment@nalandauniv.edu.in on or before the closing date of the Notice. **Failing this, the application shall be treated as Incomplete Application.**
4. **Incomplete applications or applications without required supporting documents; and application received after closing date will be liable to be rejected**, and no correspondence in this regard will be entertained.

5. Enclosure should be **a SINGLE PDF FILE** only, containing- all the required documents mentioned above. Submission of multiple files, separate emails, or files in **ZIP, RAR, or any other compressed file format** will lead to rejection of the Application Form.

6. Applicants must use the same email address for filling the Application Form and forwarding Application Form.

7. Applicants must not submit the required documents separately or through multiple/part-wise emails.

8. Documents must be **clearly scanned** using a proper scanner and submitted in a clean, legible, and printable format. Scanned documents that are tilted, distorted, unclear, cropped, or otherwise not suitable for printing (**particularly scanned using mobile phones**) may lead to rejection of the application.

9. Applicants are advised to **submit only ONE application** for each post. Multiple applications or multiple emails submitted for the same post may lead to rejection of the application(s).
10. An application fee of **Rs. 500/-(including GST)** shall be paid **online directly to the University's Bank Account (through Net Banking / UPI).** The **UTR Number/Transaction Reference Number** must be mentioned in the Application Form for reference. Details of the University's Bank Account are given below.

Name of Account	**:**	**Nalanda University**
Bank Name	**:**	**HDFC Bank Ltd.**
Account No.	**:**	**50100079546912**
IFSC Code	**:**	**HDFC0002059**
Swift Code	**:**	**HDFCINBB**
Branch Address	**:**	**Dharamsala Road, Rajgir – 803 116**

GENERAL INSTRUCTION:

1. The Applicants must be citizens of India.
2. Candidates currently working in a government body, autonomous body, or Public Sector Undertaking (PSU) are required to produce a No Objection Certificate (NOC) when called for an interview or selection process.
3. The prescribed qualifications and experience are the minimum requirements, and the mere fulfilment of these requirements shall not entitle a candidate to be called for an interview. Where the number of applications received is large, the University reserves the right to restrict the number of candidates called for further stages of selection based on qualifications, experience and overall suitability.
4. The candidate is responsible for the information filled in the Application Form.
5. Incomplete application Forms shall not be considered for shortlisting and the criteria of shortlisting shall be as per the Institutional requirements and norms.
6. 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.
7. The Nalanda University reserves all rights to increase or decrease the number of position and fill/not fill the advertised post.
8. The interview shall be conducted in Offline / Online mode as applicable. Timings shall be shared after the scrutiny of applications by email only.
9. 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.

10. Selected candidate must be ready to join immediately.
11. Any other rule, as applicable will be followed, although not mentioned above.
12. 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 (I/C)

LINK FOR ONLINE APPLICATION

https://forms.gle/sVNDX8TYFK6KwaJt8