RECRUITMENT NOTICE

No. NU/NT/Job/Nov-II-2026 Date: 28.11.2026

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 **Placement Officer (01 Post)** **on full time contract on consolidated Pay basis:**

SL	DETAILED ADVERTISEMENT
1	**PLACEMENT OFFICER** **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:** ◆ Master's Degree in MBA/ Engineering/Technology or relevant field with at least 55% marks or its equivalent grade on a particular Grade Point Scale and consistently good academic record. ◆ Ability to develop sound, credible and reciprocal relations with National and International institutions and organizations. ◆ Strong communication, networking, and strategic planning skills. **Experience:** ◆ Minimum of **05 years** of experience in placement coordination, industry relations, campus hiring and recruitment. ◆ Excellent Communication Skills in English, PR, liaison, and relationship building. **Desirable** ◆ MBA preferably in Sustainable Development and Management. ◆ Experience in corporate partnerships and industry networking; organizing campus recruitment drives, job fairs, and internship programs ◆ Experience in placement strategy, execution, and measurable outcomes. ◆ Student employability, internships, and career readiness. ◆ Knowledge of sustainability and emerging employment sectors. ◆ Placement analytics, employer relationship management, and reporting. ◆ Exposure to international norms, standards and procedures will be preferred. ◆ Experience in branding and promotional activities.

The **Last date** for receiving applications is **15.12.2026.** 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 Online, 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. **FILLING UP APPLICATION FORM AND FORWARDING THE FILLED FORM TO RECRUITMENT CELL, NALANDA UNIVERSITY.**

   The application process has two mandatory stages**- Filling of Application Form** (Google Form) and **Forwarding copy of the filled Application Form** with enclosures of- Updated CV with Passport Size Photograph; Qualification Certificates and Mark Sheets (Graduation onward only); Experience Certificates and Other relevant supporting documents to **recruitmentnt@nalandauniv.edu.in**

   FILLING OF APPLICATION FORM:

   (i) **Click on the given Link** and carefully fill the **Application Form**, and then **SUBMIT**.
   (ii) After successful submission of the Application Form, you will receive a copy of the **Filled Application Form** on your registered Email.

   FORWARDING APPLICATION FORM

   (i) 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 **recruitmentnt@nalandauniv.edu.in** along with the following enclosure: Updated CV with Passport Size Photograph; Qualification Certificates and Mark Sheets (Graduation onward only); Experience Certificates and Other relevant supporting documents.

   (ii) **Enclosure:** Enclosure should be a **SINGLE PDF FILE** Containing –all the documents mentioned above.

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 **recruitmentnt@nalandauniv.edu.in** on or before the closing date of the Notice. **Failing this, the application shall be treated as Incomplete Application and will be rejected.**

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/e7g2GAvxXzsmGw4i6