RECRUITMENT NOTICE

No. NU/NT/Job/Nov-III/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 Kautilya Global Centre for State Capacity, hosted by Nalanda University, is being established as a leading Global South platform for advancing research, executive education, policy dialogue, and international collaboration on state capacity and public-sector governance. The Centre will generate policy-relevant knowledge, translate research into practical learning for civil servants and public leaders, and foster South–South exchange across governments, training institutions, universities, multilateral organizations, and other partners. Through its research, learning, and convening activities, the Centre seeks to strengthen the capabilities of public institutions and contribute to more effective, responsive, and accountable governance.

The University invites applications from eligible candidates for engagement of project position on contract on consolidated Pay basis for **PROGRAM MANAGER** of the Secretariat at **Kautilya Global Centre for State Capacity**, a flagship initiative focused on advancing research, executive education, policy dialogue, and international collaboration on state capacity and public-sector governance.

SL	DETAILED ADVERTISEMENT
1	**PROGRAM 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** : Rs. 1,25,000/- (per month all inclusive) **Minimum Educational Qualifications & Experience** • Master's degree with a minimum of 55% marks in Public Administration, Public Policy, or any allied field. • Minimum of 5 years of experience with government, autonomous, or multilateral bodies in areas concerning state capacity, governance, capacity building, and allied areas. • Strong programme management background in executive education, civil-service training, or capacity-building, ideally in a multi-stakeholder or donor-funded institutional setting. • Demonstrated experience in designing and delivering training programmes, workshops, or convenings, including scheduling, logistics, and setting up operational systems, processes, and workflows. • Experience managing cross-functional teams, faculty and participant engagement, programme feedback and evaluation, and reporting cycles.

- Experience working with government, civil-service training institutions, or multilateral stakeholders will be preferred.
- Strong communication and stakeholder-management skills for engaging faculty, senior officials, and international partners.

Key Responsibilities

The Program Manager will work closely with the University's leadership, faculty, and research teams to help plan and deliver the Centre's executive education and civil-service capacity-building programmes, workshops, high-level convenings, and other activities.

The Program Manager will be expected to work closely with the Coordinator of the Centre to:

- Design and manage executive education and civil-service capacity-building programmes across the Centre's thematic pillars (state capacity, water governance, digital governance, disaster resilience, etc.).
- Plan and coordinate convenings, workshops, and policy dialogues, including agendas, logistics, speakers, and communication with partners and participants.
- Manage faculty and resource-person engagement, including identifying, inviting, briefing, and coordinating faculty, practitioners, and subject experts for programme delivery.
- Oversee participant engagement, from nomination and onboarding to in-programme support and post-programme follow-up, working with ministries, training institutions, and partner organisations.
- Develop and manage programme delivery schedules, calendars, and budgets, ensuring timely and high-quality delivery.
- Design and administer programme feedback and evaluation processes, and analyse results to improve curricula and delivery.
- Supervise programme team members and coordinate with Post-doctoral Research Fellows, including assigning tasks, reviewing drafts, and ensuring consistency and quality of programme content and learning materials.
- Act as the primary internal liaison to the Technical Advisory Group for academic quality review of programme curricula and learning materials prior to delivery.
- Facilitate the flagship report and the Good Governance Framework by drawing programme insights and participant feedback into their content.

Duration and Terms

The appointment will be for an initial term of 1 year; renewable based on performance, institutional requirements, and mutual agreement. The position will be full-time and based at Nalanda University, with reasonable flexibility for travel and external engagements, as approved by the University.

The **Last date** for receiving applications is **07.12.2026** 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 and other purpose.

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/cWNa6KTKW5KXT2t78