



RAJGIR, DISTRICT NALANDA, BIHAR-803116

(An International University with Ministry of External Affairs, established by an Act of Parliament)

## **RECRUITMENT THROUGH WALK-IN INTERVIEW**

**Advertisement No. Walk-in/01/2019-2020 Dated: 22<sup>nd</sup> July 2019.**

Candidates are invited for appearing in **Walk-in Interview** for the following posts for Nalanda University at Rajgir, District – Nalanda, Bihar. These posts are purely on contract basis. Retired employees of Central Government/Indian Defence Forces may also apply. The posts advertised are initially for a period of one year extendable further on satisfactory performance.

### **Non-teaching post(s)**

Nālandā University, an institution of National Importance, is established by an Act of Parliament of India (The Nalanda University Act, No. 39 of 2010). The University invites eligible candidates for appearing in Walk-in-interview as per the schedule tabulated below at the addresses mentioned herein under “General Terms & Conditions” below along with the duly filled applications from as per the prescribed Proforma for the following posts.

<b>Name of the post(s)</b>	<b>No. of vacancies</b>	<b>Post Code</b>	<b>Mode of appointment</b>	<b>Date of Walk-in Interview</b>
Director (Administration)	1	NT/01	Contract	11:30 AM on 31 <sup>st</sup> July 2019
Director (Admissions & Evaluation)	1	NT/02	Contract	11:30 AM on 31 <sup>st</sup> July 2019
Administrative Officer	1	NT/03	Contract	11:30 AM on 7 <sup>th</sup> August 2019
Assistant Finance Officer	1	NT/04	Contract	11:30 AM on 7 <sup>th</sup> August 2019
Accounts Assistant	1	NT/05	Contract	11:30 AM on 7 <sup>th</sup> August 2019
Assistant Managers	2	NT/06	Contract	11:30 AM on 7 <sup>th</sup> August 2019
Private Secretary	1	NT/07	Contract	11:30 AM on 7 <sup>th</sup> August 2019

### **Attributes essential for all the above post(s)**

#### **1. Skills**

- Excellent spoken and written skills in English language
- Knowledge of Computer applications
- Ability to work with speed and accuracy

- Strong inter-personal skills
- Strong ethical convictions and a commitment to quality service
- Ability to competently interact with culturally and ethnically diverse population of student and faculty and staffs
- To assist the University in achieving its vision and mission
- University service and willingness to facilitate things as needed

## **2. Team Work**

- Ability to listen and take advise from colleagues

## **3. Planning and Organising**

- Well organised, accurate keeping of records
- Prioritise work tasks and plan how deadlines will be met
- Finish jobs and deliver on schedule
- Ability to work effectively under pressure

## **4. Flexibility**

- Willingness to undertake training
- Flexible, adaptable and willing to work occasionally on weekends
- Able to work in an environment where change is a constant feature
- Perform other duty commensurate with the profile and expertise
- To be flexible in developing the rule in agreement with the designated reporting officer

## **5. Confidentiality and Data Protection**

- To maintain the confidentiality of information about the projects, staffs, and personal information, and meet the requirements of the data protection policies of the University from time to time.

The qualification, experience and age limit for the above post(s) are as under:

---

<b>Name of the post: Director (Administration)</b>	<b>Post Code: NT/01</b>
<b>No. of positions – 01 (one)</b>	

### **Essential Qualifications & Experience**

1. Good academic record plus a Master Degree or equivalent post-graduate qualification in regular full time scheme of study with at least 55 % marks or its equivalent grade point scale wherever grading system is followed.
2. Minimum 20(twenty) years' of total experience with the State or Central Government Departments/Ministries/Institutions/Universities/Statutory Bodies/Autonomous Bodies/Public Sector Undertakings among which at least 10 (ten) years' of experience in Administration as Deputy Registrar

OR

should have served in the rank of Colonel or equivalent for commanding unit/sub-units/in-staff for at least 10 years in the Indian Defence Forces with Grade Pay of Rs. 8700/- and above.

3. The Candidate must have knowledge of working in the areas of Administration/ Finance/Purchase/Stores and Facility. The candidate should be familiar with Procurement Rules, Guidelines, Works and Services, Audit of Procurement. The candidate should be well versed with Government of India e-Procurement system.
4. Age: Not exceeding 55 years as on 1<sup>st</sup> August 2019.

### **Desirable qualifications**

1. Candidates must have leadership qualities and requisite experience in one or more of the following areas: Administrative matters including legal, Finance & Accounting procedure, recruitment, establishment, facilities, materials management, procurement, store accounting, stock verification, etc.
2. Candidates having working experience with the Ministries of Government of India for at least 2 (two) years shall be given preference.

---

**Name of the post: Director (Admissions & Evaluation)**

**Post Code: NT/02**

**No. of positions – 01 (one)**

### **Essential Qualifications & Experience**

1. Good academic record plus a Master Degree or equivalent post-graduate qualification in regular full time scheme of study with at least 55 % marks or its equivalent grade point scale wherever grading system is followed.
2. Minimum 20(twenty) years' of total experience with the State or Central Government Institutions/ Universities/ IITs/ IIMs/ Statutory Bodies/Autonomous Bodies/Public Sector Undertakings among which at least 10 (ten) years' of experience in Administration as Deputy Registrar

**OR**

should have served in the rank of Colonel or equivalent for commanding unit/sub-units/in-staff for at least 10 years in the Indian Defence Forces with Grade Pay of Rs. 8700/- and above.

3. Candidates must have skills in Verbal and Written Communication, Motivating Others, Foster Teamwork, Self-Motivated, Organizational Astuteness, Coordination, Tracking Budget Expenses, Administrative Writing Skills.
4. Age: Not exceeding 55 years as on 1<sup>st</sup> August 2019.

### **Desirable qualifications**

Those with exposure to national/international procedures relating to admissions/student affairs will be preferred.

---

**Name of the post: Administrative Officer**

**Post Code: NT/03**

**No. of positions – 01 (one)**

### **Essential Qualifications & Experience**

1. Good academic record plus a master degree or equivalent post-graduate qualification in regular full time scheme of study with at least 55 % marks or its equivalent grade point scale wherever grading system is followed.
2. Two years' experience in the same position in a Central University or Institution of National Importance or other institutions of repute or research experience along with proven administrative capabilities.

Desirable qualifications

3. Having experience in office procedure like maintenance of files, noting, drafting, dairy and knowledge of academic/administrative matters and proficiency of computer applications.

---

**Name of the post: Assistant Finance Officer**

**Post Code: NT/04**

**No. of positions – 01 (one)**

Essential Qualifications & Experience

1. Good academic record plus a master degree in Commerce/Accounts/Economics/Allied Science or equivalent post-graduate qualification in regular full time scheme of study with at least 55 % marks or its equivalent grade point scale wherever grading system is followed.
2. Five years' experience in Government/Semi-government/Central autonomous bodies in the field s of finance and accounts.
3. Should have hands on experience in using accounting software like Tally, etc.
4. Candidates should have sound knowledge of the central government rules related to finance and account including preparation of statement of account, budget estimates, FR & SR, GFR, and Audit of accounts.

Desirable qualifications

1. Preference will be given to candidates qualify CA/ICWA along with good academic record.
2. Working experience in computerised accounting system and accounting software.

---

**Name of the post: Accounts Assistant**

**Post Code: NT/05**

**No. of positions – 1 (one)**

Essential Qualifications & Experience

1. Bachelor degree (10+2+3 pattern) in Accounts Commerce/Economics in regular full time scheme of study with at least 50 % marks or its equivalent grade point scale wherever grading system is followed.
2. Three years' relevant experience in Government/Semi-government/Central autonomous bodies in the fields of finance and accounts and having proficiency in Computer applications like Tally, Word, Excel, Power Point etc.

Desirable qualifications

Having experience in office procedure like maintenance of files, noting, drafting, dairy and knowledge of financial rules and regulations and proficiency of computer applications.

---

**Name of the post: Assistant Managers**

**Post Code: NT/06**

**No. of positions – 2 (two)**

Essential Qualifications & Experience

1. Good academic record plus a master degree or equivalent post-graduate qualification in regular full time scheme of study with at least 55 % marks or its equivalent grade point scale wherever grading system is followed.
2. Five years' relevant experience in Government/Semi-government/Central autonomous bodies in the fields of administration/purchase and stores/establishment/recruitment/legal and academic administration/student affairs/admission

Desirable qualifications

1. Exposure to international universities and their Administration/Academic affairs/Admission/Student Affairs will be preferred.

---

**Name of the post: Private Secretary**

**Post Code: NT/07**

**No. of positions – 1 (one)**

Essential Qualifications & Experience

1. Good academic record plus a master degree (10+2+3 pattern) or equivalent graduate qualification in regular full time scheme of study with at least 50 % marks or its equivalent grade point scale wherever grading system is followed.
2. Five years' experience in similar post in a Government/Semi-government/University/Central autonomous bodies/reputed institutions etc.

Desirable qualifications

1. Proficiency in secretarial practices/office management, good communication skills, stenography skills and expertise in computer software.

### **General Terms and Conditions:**

1. The period of contract will be initially for one year extendable on satisfactory performance and good conduct.
2. Candidates will be offered an all-inclusive consolidate pay corresponding to their qualification and experience as approved by the Competent Authority.
3. The University reserves the right to relax experience in exceptional cases, or in the case of persons already holding analogous positions in a Central government /University / Research Institutions/Centre of Excellence.
4. The University may increase/decrease/terminate the number of posts at any time, as it deems fit and without showing any reason. The University's decision shall be final in this regard.
5. The University also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
6. The University reserves the right to empanel candidate(s) for future vacancies.
7. Candidates applying for more than one post should apply separately for each post. Separate application fees will also be required to be sent.
8. Degree as referred above should have been awarded by a recognized University / Institute.
9. 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.
10. Persons employed in Government/Semi Government Organizations/ Autonomous Bodies should submit their application through proper channel. They may, however, send an advance copy of the application. Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC)' from present employer during the time of interview. However, they should submit an undertaking to that effect. Direct application from such candidates will not be entertained.
11. University strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
12. The University reserves the right to conduct written test/interview only the requisite number of candidates after shortlisting with reference to the candidate's qualification, suitability, experience, etc.

13. Incomplete applications or applications without self-attested copies of certificates/testimonials or applications without an application fee as detailed above are liable to be rejected.
14. The University reserves the right to evolve any screening/selection process if the number of applicant is large for a particular post.
15. **Application Fee:** The candidates will have to pay a sum of Rs. 500/- (non-refundable) in the form of Demand Draft drawn in favour of Nalanda University payable at Rajgir, District Nalanda, Bihar.
16. Candidates are required to send an advance copy of their duly filled in application form along with scanned self-attested copies of certificates/testimonials and the scanned copy of the DD of Rs. 500/- as the “Application Fee” to the given E-mail address: [recruitment@nalandauniv.edu.in](mailto:recruitment@nalandauniv.edu.in) on or before 18:00 hours 29<sup>th</sup> July 2019. All the documents should be merged together as one file and in pdf format only. The e-mail containing these documents shall be subjected as “Application for the post of (Name of Post)”.
17. The DD against application fee, in original, should be submitted at the time of interview.
18. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the first closing date of sending the advance application.
19. No interim enquiries will be entertained.
20. For any other details please contact through - Email: [recruitment@nalandauniv.edu.in](mailto:recruitment@nalandauniv.edu.in)
21. Selected candidates will have to produce original documents along with Photo Id at the time of joining.
22. No TA/DA will be given to the shortlisted candidates for appearing in the interview for the above posts.
23. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the University shall be final.
24. In cases of any disputes, any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Courts in Patna, Bihar.
25. After joining the service of the University, the candidate will have to abide by the Rules, Regulations and Ordinances of the University applicable from time to time. He / she may be assigned any duty by the University depending upon the exigency of the work.
26. **The venue for conducting written test/interview for the positions Director (Administration) [Post Code – NT/01] and Director (Admissions & Evaluation) [Post Code – NT/02] is – Nalanda University, 201 & 208, Ashoka Estate, Barakhamba Road, New Delhi – 100 001. For rest of the positions the venue of**

**written test/interview shall be – Nalanda University, at Chhabilapur Road, Rajgir,  
District – Nalanda, Bihar – 803 116.**

27. All the above positions are based in Rajgir, the Headquarters of the University. The candidate should be willing to relocate in Rajgir, District – Nalanda in the state of Bihar with a liability to serve anywhere in India as per requirement of the University.

**Sd/-  
Registrar**