



F.No. NU/Estt./Advt/2018/01

Date: 07.03.2018

Engagement of Personal Assistant on Contract/Deputation

Nalanda University has been designated as an International University by an Act of Indian Parliament in 2010 and has been designated as an Institute of National Importance. Application on the prescribed proforma are invited for engagement of Personal Assistant on contract basis initially for a period of one year extendable depending on satisfactory performance and good conduct.

1.	Post	Personal Assistant
2.	Number of Posts	Two
3.	Salary	As per Rules
4.	Criteria for appointment	Minimum Educational qualification and experience : I. Essential Qualifications 1. Working experience of 5 years or more in similar post 2. Bachelor's Degree in any discipline. 3. Shorthand speed of 120 words per minute and typing speed of 50 words per minute in English. 4. Good Knowledge of Computers with expertise in MS Word/ MS Excel/ MS PowerPoint and other Microsoft Office Skills/Corel/Internet applications etc. II. Desirable Qualifications Diploma in Office Management/Secretarial Practice/ Computer Applications

- Note:
1. Serving employees of the University/ Government Organisation/ PSU/ Autonomous Body may apply on Deputation
 2. Retired / Retiring candidates from Government Service/ PSU/ University/ Autonomous Body may also apply for appointment on Contract basis.
 3. Employees having higher experience in similar post shall be given preference.

GENERAL TERMS & CONDITIONS:

1. The University reserves the right to extend the closing date for receipt of Applications.
2. The prescribed qualifications and experience listed for the post will be the minimum and the mere fact that a candidate possesses the same shall not entitle him for being called for Interview. The University shall have the right to restrict the candidates to be called for written test and skill test.
3. The university reserves the right to withdraw the advertisement at any time without assigning any reason. The right is also reserved with the university either to fill or not to fill the post and its decision in this regard shall be final. The number of post may be increased or decreased as the discretion of the University.
4. Candidates have to produce original documents along with photo ID at the time of appearing in written and skill test.
5. Appointment orders issued by the University shall be provisional subject to character/antecedent/Police verification, verification of all the original documents, experience certificate and other relevant documents.

6. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of order for engagement, the University reserves the right to modify / withdraw/ cancel any communication made to the candidates.
7. The panel of selected / waitlisted candidates will be valid for one year from the date of selection subject to discretion of competent authority.
8. Addendum/ deletion/ corrigendum (if any) shall be posted on the University website only
9. The University reserves the right to reject any application without assigning any reason whatsoever
10. The decision of the University relating to eligibility, acceptance or rejection of applications & mode of selection will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or their representative.
11. All decisions concerning engagement will be based on individual qualifications to contribute to Nalanda University's educational and institutional need
12. Any attempt to influence or canvassing in any form will lead to disqualification of candidature
13. The University shall verify the antecedents or documents submitted at any time at the time of appointment or during the tenure of service. In case, it is detected that the information provided in the application form, documents submitted are fake or the candidate has clandestine antecedents / background and has suppressed the said information, his/her services shall be terminated forthwith.
14. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and / or that he / she has furnished incorrect / false information or has suppressed any material fact(s) or is involved in any fraudulent activities or has submitted any false/fraud certificate, his /her candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services would be summarily terminated without any notice.
15. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the University shall be final.
16. In cases of any disputes, any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the High Courts in Patna.
17. 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
18. No Correspondence or personal enquiries shall be entertained by the University.
19. All Correspondence from the University shall be sent to the e-mail ID provided by the candidate.
20. Self-attested copies of all supporting documents in respect of age, qualifications, experience must be enclosed with the application form.
21. Application should be accompanied with demand draft of Rs.500/- (DD) in favour of the Registrar, Nalanda University payable at Rajgir, Nalanda, Bihar.
22. The complete application in all respect duly superscribed "APPLICATION FOR PERSONAL ASSISTANT" addressed to The Registrar , Nalanda University , Rajgir , Bihar-803116 should reach the University latest by 02.04.2018 upto 5:00 PM. Application received after closing date and time shall not be entertained.

Applications not in the prescribed proforma and without self-attested certificates are liable to be rejected summarily.