



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/01/2021-2022**

**Dated: 15 June 2021**

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 applications for Walk-in-interview. The positions are purely temporary on Contractual basis. Retired employees of Central Government/Indian Defense Forces are also eligible to apply. The performance will be assessed quarterly. Eligible and experienced candidates may submit their CVs.

**Schedule of Interview:** 23.06.2021, 11.00 AM onwards

**Venue**

Administrative Building, Nalanda University, Main Campus, Chhabilapur Road, Rajgir,  
District: Nalanda, Bihar - 803116

**Non-teaching post(s)**

Name of the post(s)	No. of vacancies	Post Code	Mode of appointment	Date of Walk-in Interview
Deputy Librarian	1	NT/01	Contractual	11.00 AM on 23 <sup>rd</sup> June 2021
Personal Secretary	1	NT/02	Contractual	11:30 AM on 23 June 2021
Academic Assistant	1	NT/03	Contractual	12:00 AM on 23 June 2021

**Name of the post: Deputy Librarian    Post Code: NT/01**

**No. of positions – 01 (one)**

**Essential Qualifications & Experience**

- Master's degree in Library Science / Information Science/ Documentation / Archives and manuscript keeping or equivalent from any recognized University. The incumbent shall have a minimum 5 years experience as an Assistant University Librarian/ Librarian of a reputed Research Institution. Those with similar experience at a comparable library may also be considered.
- The incumbent shall have a minimum of 5 years experience as an Assistant University Librarian/ Librarian of a reputed Research Institution. Those with similar experience at a comparable library may also be considered.
- Fluent communication skills in English are essential, as also word processing/ IT skills relevant to Library operation.
- Retired personnel possessing the required qualifications may also apply.

**Duties and Responsibilities**

- Understanding of the major challenges in establishing a University Library.
- Innovation, Creativity, Interpersonal Skills, People Management, Multitasking, attention to details and strong negotiation skills.
- Awareness of developments in the areas of Social Science, Humanities, Technology, Management, Literature and the Liberal Arts.
- Ability to supervise professional and clerical staff.
- Experience in and exposure to international library systems for acquisitions, serials and technical services processing.

**Name of the post: Personal Secretary    Post Code: NT/02**

**No. of positions – 01 (one)**

**Essential Qualifications & Experience**

- Candidate should be a graduate from any recognized University.
- Five years' experience in a Government/Semi-government/University/Central autonomous bodies/ reputed institutions etc.
- Proficiency with Microsoft office systems and other systems and related software/ Stenography experience.
- Excellent writing/drafting skills as laid down in Act/Statutes/Ordinances/Regulations etc.
- Wide exposure, broad knowledge base.
- Able to work perfectly under strict guidelines.
- Able to take up emergency assignments and perform them effectively.
- Upholds sound work ethics and is highly disciplined.
- Cultural awareness and sensitivity thereof

- Possess a tenacious attitude, friendly, honest, trustworthy, respectful and flexible
- Able to work with minimal supervision, independently or as part of team.

### **Duties and Responsibilities**

- To maintain daily schedules and coordination of the Officer's commitments
- To arrange and coordinate appointments and meeting for the Officer
- Preparation of all correspondences and other documentation as may be directed by the Officer from time to time
- Advising the Officer of impending internal and external work
- To make all logistical arrangements, including travel, for the Officer and his/her deputies,
- To respond accurately and effectively to all enquiries for the Officer and his/her deputies using own initiative and to liaise effectively with internal and external contacts
- Independently handle research, confidential, controversial and restricted data other material as required by the Officer and his deputies for various objects
- To assist in the preparation of all domestic/international travel itineraries and as such, coordinate all arrangements for the visits of the Officer
- To appropriately execute any other duties as directed by the Officer

**Name of the post: Academic Assistant Post Code: NT/02**

**No. of positions – 1 (one)**

### **Essential Qualifications & Experience**

- Good academic record plus a bachelor's degree or equivalent with minimum 55% marks or its Equivalent grade point scale wherever grading system is followed.
- Proficiency with Microsoft office systems and other systems and related software
- A wide exposure, broad knowledge and up to date with current affairs.
- Able to work perfectly under strict guidelines.
- Able to take up emergency assignments and perform them effectively.
- Upholds sound work ethics and is highly disciplined.
- Cultural awareness and sensitivity thereof
- Possessing a tenacious attitude, friendly, honest, trustworthy, respectful and flexible

### **Duties and Responsibilities**

- To assist in Classroom activities, extracurricular activities, and administrative tasks
- To provide basic and initial assistance to students in admissions process, orientation programs, registration.
- To assist in allotment of residential halls/rooms to the students
- To arrange and coordinate with District administration/FRRO regarding International students
- To prepare Academic Support Documentation
- To Setup and operate audio visual equipment such as projector and assist the instructor
- To inform the students about classroom schedule, upcoming tests and assignments, assessment results or any other events in the Institution
- To provide administrative support as directed time to time

## **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
- Priorities 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 any other duties commensurate with the profile and expertise

### **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.

## **General Terms and Conditions:**

1. The positions are purely temporary, 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. Degrees as referred above should have been awarded by a recognized University / Institute.
8. 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.
9. 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.
10. University strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
11. Incomplete applications or applications without self-attested copies of certificates/testimonials are liable to be rejected.
12. The University reserves the right to evolve any screening/selection process.
13. 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.
14. No interim enquiries will be entertained.
15. Selected candidates will have to produce original documents along with Photo Id (Aadhaar Card) at the time of joining.
16. The decision of the University with regard to the process of Selection shall be final.
17. The selected 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. 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**