

Chanakya National Law University

Nyaya Nagar, Mithapur, Patna-800001

Adv. No. 08/2022-23 (Appt.)

Date: 22.06.2022

APPLICATION FOR THE POST OF COMPUTER OPERATOR

1. Name of the Post : Computer Operator
2. Number of Posts : 06 (Six)
3. Reservation of Posts : Unreserved (Female) - 01 (One), Unreserved – 01 (One), Backward Caste – 01 (One), Economic Weaker Section- 01 (One), Schedule Caste – 01 (One), Extremely Backward Cast (Female) – 01 (One)
4. **Essential Qualifications** :
 - i) Bachelor Degree with at least 55% marks from a recognised University.
 - ii) At least 05 Years' experience of Data Entry related work in any Govt. Department/ Public Sector Undertaking /University/State Level Academic Institutes.
5. **Desirable Qualifications**
 - i) Should have computer literacy and experience of working with computer office applications.
 - ii) Knowledge of English and Hindi typing.
6. Monthly Emoluments : Rs. 38000/- (Thirty Eight Thousand) only per month.
7. Age : Maximum age on 01.06.2022 should be as follows :
 - (i) Unreserved (female) – 40 Years (ii) Unreserved (male) – 37 Years (iii) Backward Caste - 40 Years (iv) Economic Weaker Section – 37 Years (v) Extremely Backward Caste (female) – 40 Years (vi) Schedule Caste/Tribe – 42 Years.
8. Application Fee : Rs. 500/- (Rupees Five Hundred) in shape of Demand Draft by any Scheduled Bank drawn in favour of Registrar, Chanakya National Law University, Patna Payable at Patna.
9. Initial Contract Period : One year from the date of Joining.

General instructions and Essential Information:-

1. The University reserves the right to hold the written test, withdraw advertised post 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.
2. Bihar Reservation Rules shall apply in selection of the candidate. The contract will initially be for one year and may be renewed depending upon the requirement of the University and satisfactory performance of the candidate.
3. The University reserves the right to consider the curriculum vitae of any person for any post.
4. Candidate shall have to produce original documents at the time of interview.
5. Canvassing in any form may lead to cancellation of candidature.
6. The candidate will be shortlisted on the basis of walk-in-interview and testimonials. The list of short listed candidates will be displayed on the University website for computer test. The date and time of computer typing test will also be uploaded on the University website. In addition, it will be displayed on University notice board. Information to this effect may also be sent on the e-mail addresses mentioned in the application form.
7. Result will be published only on the University website and University Notice Board and will be intimated to the selected candidates through e-mail.
8. The University reserves the right to relax any of the qualifications, experience, etc., in deserving case in respect of any post.
9. The number of vacancies of the post indicated in this employment notification is tentative. The University reserves the right to fill or not to fill any consequential vacancy, and/or to increase/decrease the number of posts and make appointments accordingly.
10. Selection will be made purely on the basis of candidates' previous record and performance in the interview.
11. Preference will be given to internal candidates who have similar work experience in National Law University in India.
12. NO TA/DA will be paid to be candidates attending the interview/ test.
13. The University reserves the right to make changes, if necessary; depending upon the number of candidates appearing for walk-in-interview. The date of walk-in-interview of those candidates who could not be interviewed on designated day may be extended for the next day.

Manoranjan Prasad Srivastava
Registrar