



Nālandā
UNIVERSITY

Rajgir, Dist-Nalanda-803116, Bihar, India

NU/Recruitment/2024-25/1245

Date: 04.02.2025

RECRUITMENT NOTICE

Nalanda University, an avant-garde International University under the aegis of Ministry of External Affairs, Government of India invites applications for the various Non-Teaching positions.

1. Finance Officer
2. Director
3. Assistant Finance Officer
4. Assistant Registrar

For more details may please visit the University website:
www.nalandauniv.edu.in

Sd/-

Registrar



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Nalanda University, Rajgir is an avante-garde “International” University declared as Institution of “National Importance” by GoI and established by an Act of the Indian Parliament (Nalanda University Act, 2010). The establishment of Nalanda University was supported by 18 participating countries of the East Asia Summit including India.

Application are invited from eligible candidates for non-academic positions as per the details given below:

Post Code	Name of the Post	No. of Post
1.	Finance Officer	01
2.	Director	01
3.	Assistant Finance Officer	01
4.	Assistant Registrar	01

POST CODE: 01

1.	Name of the Post	Finance Officer (On Contract Basis)
2.	Number of Post	01 (One)
3.	Age Limit	Preferably Below 60 Years
4.	Scale of Pay	(USD 30,000 – 45,000) per annum
5.	Criteria for appointment	<p>MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE:</p> <p>Master's Degree with at least 55% marks or its equivalent grade on particular Grade Point Scale and consistently good academic Record.</p> <p>Minimum 15 years progressive experience in accounting, budgeting and financial analysis and management, of which 8 years should be as Deputy Registrar in a University system.</p> <p>Governmental accounting experience and experience of working in a similar role in large complex organization will be highly desirable. Must have adequate knowledge of principles, practices and methods of governmental accounting and auditing; taxation, budget preparation and analysis; debt financing methods; modern office practice, procedures and methods; principles of administration, supervision and employee training; service conditions. Professional CA/CPA qualifications would be desirable. The candidate should have strong interpersonal skills, strong ethical convictions and a commitment to quality service with integrity and accountability. He/She should be well-versed with University Act and other statutory documents.</p> <p>DESIRABLE:</p> <p>Having served as Finance Officer of a Central Institution/Organization.</p>

POST CODE: 02

1.	Name of the Post	Director (On Contract Basis)
2.	Number of Posts	01 (One)
3.	Age Limit	Preferably Below 50 Years
4.	Scale of Pay	(USD 18,000 – 30,000) per annum
5.	Criteria for appointment	<p>MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE:</p> <p>Master's Degree with at least 55% marks or its equivalent grade on particular Grade Point Scale and consistently good academic Record.</p> <p>9 years of experience as Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration or comparable experience in research establishment and/or other institutions of higher education.</p> <p>OR</p> <p>Comparable experience in the field of Admission in institutions of higher education</p> <p>OR</p> <p>Five years' of Administrative experience as Assistant Registrar with Grade Pay of Rs. 5400/- or in an equivalent post, with knowledge of working in the areas of Academics, Examinations, Admissions, Administration, Student Affairs etc.</p> <p>DESIRABLE:</p> <p>Those with exposure to international procedures relating to Academics/Examinations/Admissions/ Student Affairs will be preferred. .</p>

POST CODE: 03

1.	Name of the Post	Assistant Finance Officer (On Contract Basis)
2.	Number of Posts	01 (One)
3.	Age Limit	Preferably Below 45 Years
4.	Scale of Pay	(USD 14,000-23,000) per annum
5.	Criteria for appointment	<p>MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE:</p> <p>Possess ACA/AICWA or MBA (Finance)/M.Com with Minimum 55% marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>Must have adequate knowledge of Principles, practices and methods of governmental accounting and auditing; taxation, budget preparation and analysis; debt financing methods; modern office practices, procedures and methods; principles of administration, supervision and employee training. Strong English skills: written and spoken. Typical experience would include five years progressive experience in accounting, budgeting and financial analysis, including two years of supervisory experience. Experience of using sophisticated computerized financial accounting systems is essential.</p> <p>DESIRABLE:</p> <p>Experience of Governmental accounting or working in a similar role in a large complex organization will be highly desirable.</p>

POST CODE: 04

1.	Name of the Post	Assistant Registrar (On Contract Basis)
2.	Number of Posts	01 (One)
3.	Age Limit	Preferably Below 45 Years
4.	Scale of Pay	(USD 14,000-23,000) per annum
5.	Criteria for appointment	<p>MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE:</p> <p>Good academic record plus a Master's 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.</p> <p>5-10 years' experience in a responsible supervisor position in University or institution of National importance or other institution of repute or Research Experience along with proven administrative capabilities.</p> <p>DESIRABLE :</p> <p>Knowledge of Government rules and University establishment rules, Admissions, Academic Matters, Estate Management, Materials Management and import procedure, Procurement procedures, stores, Purchase, record keeping etc.</p> <p>Computer literacy and ability to work independently.</p> <p>LL.B or MBA or CA/ICWA or MCA or M.Phil./Ph.D. qualification.</p>

GENERAL TERMS & CONDITIONS

1. The University reserves the right to relax the eligibility criteria at the discretion of the University.
2. The University reserves the right to empanel candidate(s) for future vacancies.
3. Degree as referred above should have been awarded by a recognized University / an Institution of repute.
4. 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 post the selections. Canvassing in any manner would entail disqualification of the candidature.
5. University strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
6. Incomplete applications are liable to be rejected.
7. No interim enquiries will be entertained.
8. Selected candidates will have to produce original documents along with Photo Id at the time of interview.
9. No TA/DA will be given to the shortlisted candidates for appearing in the interview for the above posts.
10. In cases of any disputes or any suites the territorial jurisdiction shall be restricted to the Courts in Patna, Bihar.
11. The position is based in Rajgir, the Headquarters of the University. The candidate should be willing to relocate in Rajgir, District – Nalanda in the state of Bihar.
12. Selected candidate will sign an Employment Contract.
13. Candidates from Central Universities / Institutions may apply to serve on Deputation / Lien.

14. The University reserves the right to appoint a deserving candidate by invitation/nomination who might have not applied.
15. Appointment are contingent upon a successful background check.
16. The University reserves the right not to fill-up the vacancies if the circumstances so warrant and to call only short-listed candidates for test/ interview.
17. The number of vacancies mentioned above is provisional. The Institute reserves the right to increase/decrease the number of vacancies and make appointments, if necessary

The candidates are required to apply through **EMAIL only**. Please visit University website www.nalandauniv.edu.in for application Form. The Scanned copy of the duly filled application form with scanned copies of self-attested Educational Qualification, Professional Experience along with payment of Rs.1500/- as application fee through NEFT/RTGS etc. should be sent as attachment (All the Documents to be merged as one file and pdf version only) to: recruitment@nalandauniv.edu.in latest by 5:00 pm on or before 05.03.2025. Candidates are advised to mention the name of the post and Post Code in the subject while forwarding the Email.

NEFT/RTGS - Bank Transfer and Online Money Transfer as per the details below:

PAYEE NAME: Nalanda University

BANK NAME: HDFC Bank Ltd

BRANCH ADDRESS: Dharamshala Road, Rajgir

BANK ACCOUNT NUMBER: 50100079546912

IFSC: HDFC0002059

SWIFT CODE- HDFCINBBXXX

**Sd/
Registrar**

RAJGIR, DISTRICT NALANDA, BIHAR-803116

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

Application Form

Kindly go through the detailed advertisement on University website before filling up the Application Form. All the fields are mandatory. Dully filled application form along with scanned copies of all the relevant certificates/ documents must be sent to the email: recruitment@nalandauniv.edu.in in pdf format on or before the closing date of the advertisement.

Advertisement No.....

Position Applied for:

Fee payment details :.....(UTR No)

**Affix latest
passport size
coloured
photograph**

1. Name (In Capital Letter):
2. Mother's Name:
3. Father's Name:
4. Gender (Male/Female):
5. Date of Birth (DD/MM/YYYY):
6. Nationality:
7. Contact No.:
8. Aadhaar Number (or any other ID number):
9. E-mail
10. Permanent address:
.....
.....
11. Address for Correspondence:
.....
.....

12. **Academic Record:** (copies of relevant documents to be submitted at the time of interview)

Examination	Name of School/ College/ University/ Institute With city and state	Year of Passing	Subjects	Marks Scored	Total Marks	% of Marks/ CGPA obtained	Division
Senior Secondary (10 th)							
Higher Secondary (12 th)							
Diploma/ Graduation							
Masters							
Ph.D.							
Any Other							

13. **Work Experience** (A separate sheet or complete CV may be attached. Self-attested scanned copies of appointment letters, experience certificates, relieving orders, and last salary slip etc. in proof of multiple experiences are required to be submitted at the time of Interview):

Position	Name of the University/Institution and address	Duration	Nature of the assignment (regular/contract/adhoc)	Pay scale/remuneration	Key Activities

14. Any recognition/certification/accreditation/Paper presentation/Workshop/Seminar (If any):

- 1.
- 2.
- 3.
- 4.

15. Any other relevant details:

16. Languages:

Language	Read	Write	Speak
English			
Hindi			
Any other			

17. Please specify familiarity with Computers:

Knowledge of Computers with expertise in MS Word/ MS Excel/ MS PowerPoint and other Microsoft Office Skills/ Internet applications etc.	Please Specify if: <u>(Average / Good/ Expert)</u>
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18. Why do you wish to join Nalanda University and how this will help you in achieving your career goals? (150 words)

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Undertaking

I hereby declare that:

1. I have carefully read all the details in the advertisement published on the University website.
2. I have carefully read and understood the instructions and particulars on this application and that all entries in this form as well as in the attached sheets are true to the best of my knowledge and belief.

Date:

Place:

Signature