



Nalanda
UNIVERSITY

RECRUITMENT NOTICE

No. NU/Jobs/NT/2023/

Date:30.01.2023

Nalanda University, Rajgir is an avant-garde “International” University, designated as institution of “National Importance” established by an Act of the Indian Parliament (Nalanda University Act, 2010) under the aegis of the Ministry of External Affairs, GOI.

The University invites eligible candidates for the following Non-Teaching posts on contract/deputation basis for Nalanda University at Rajgir, District – Nalanda, Bihar.

Post Code	Name of the Post	Scale of Pay (IN USD)	No. of Post
1.	Executive Engineer (Civil)	18,000-30,000	01
2.	Executive Engineer (Electrical)	18,000-30,000	01
3.	Manager (Admissions)	14,000-23,000	01
4.	Assistant Finance Officer	14,000-23,000	01
5.	Assistant Engineer (Civil)	14,000-23,000	01
6.	Assistant Engineer (Electrical)	14,000-23,000	01
7.	Junior Engineer (Civil)	9,000-16,000	01
8.	Junior Engineer (Electrical)	9,000-16,000	01
9.	Assistant Librarian	9,000-16,000	01
10.	Assistant Manager (Student Affairs)	9,000-16,000	01
11.	Administrative Officer	9,000-16,000	02
12.	Assistant Manager (System)	9,000-16,000	01
13.	Private Secretary	9,000-16,000	01
14.	Senior Assistant	8,000-14,000	02
15.	Accounts Assistant	6,000-11,000	01
16.	Assistant	6,000-11,000	03
17.	Personal Assistant	6,000-11,000	01
18.	Laboratory Assistant	4,000-9,000	01
19.	Junior Assistant cum Typist	4,000-9,000	01
20.	Junior Manager (Hostel & Guest House)	4,000-9,000	02
21.	Chauffer	3,000-6,000	01
22.	Electrician	2,500-5,000	01
23.	Plumber	2,500-5,000	01

POST CODE: 01

1.	Name of the Post	Executive Engineer (Civil) (On Contract Basis)
2.	Number of Posts	01 (One)
3.	Scale of Pay	(USD 18,000-30,000) per annum plus Allowances as per the University norms
4.	Criteria for appointment	<p>MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE:</p> <ol style="list-style-type: none">1. A first class Degree in Civil engineering from a recognized University/Institution.2. At least ten years post qualification experience in a government body/ commercial establishment of repute as an Assistance Engineer or in a similar capacity. <p>Desirable:</p> <p>A post-graduation degree in Civil Engineering. Experience in supervision/ construction of multistoried buildings, lecture theatres, auditorium, residential quarters, roads, water supply, sanitary installation etc. Experience of RCC design, cost estimation and in designing, constructing & maintaining buildings and utility services. Should be well conversant with Contract Law, CPWD and PWD accounting procedures.</p>

POST CODE: 02

5.	Name of the Post	Executive Engineer (Electrical) (On Contract Basis)
6.	Number of Posts	01 (One)
7.	Scale of Pay	(USD 18,000-30,000) per annum plus Allowances as per the University norms
8.	Criteria for appointment	<p>MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE:</p> <ol style="list-style-type: none">1. A first class Degree in Electrical engineering from a recognized University/Institution.2. At least ten years post qualification experience in a government body/ commercial establishment of repute as an Assistance Engineer or in a similar capacity. <p>Desirable:</p> <p>Master's degree in Electrical Engineering. Knowledge of latest protocol in Compliance with GRIHA rating/LEED norms. Expertise in Net Zero/Near Zero campus construction. The candidates having recognition/certification/accreditation from GRIHA/IGBC/BEE shall be given preference. Good knowledge of software like AutoCAD, would be desirable.</p>

POST CODE: 03

1.	Name of the Post	Manager (Admissions) (On Contract Basis)
2.	Number of Posts	01 (One)
3.	Scale of Pay	(USD 14000-23000) per annum plus Allowances as per the University norms
4.	Criteria for appointment	<p>MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE:</p> <p>Master's Degree with at least 60% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>Three year's experience of working at senior level in higher education institution with firsthand experience of Admissions. Excellent IT skills including experience of working with a large database. Knowledge of student records systems and records management. Experience of managing a successful support function. Excellent interpersonal and communication skills. Excellent written and verbal communication skills in English. Ability to prioritize workloads and meet deadlines.</p> <p>Those with experience of having leadership role and specially having worked in the same position in a new institution will be preferred. Exposure to international university systems will be an added asset.</p>

POST CODE: 04

5.	Name of the Post	Assistant Finance Officer (On Contract Basis)
6.	Number of Posts	01 (One)
7.	Scale of Pay	(USD 14000-23000) per annum plus Allowances as per the University norms
8.	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>Deputation: Officers under the Central/State Governments/Universities/ Recognized Research Institutes or Institutes of national importance or Govt. laboratory or PSU: - Holding analogous posts or with at least 3 years regular service in posts with minimum GP of Rs. 4200/- as per 6th Central Pay Commission or equivalent; and Possessing educational qualification and experience as mentioned above.</p> <p>DESIRABLE: Experience of Governmental accounting or working in a similar role in a large complex organization will be highly desirable.</p>

POST CODE: 05

1.	Name of the Post	Assistant Engineer (Civil) (On Contract Basis)
2.	Number of Posts	01 (One)
3.	Scale of Pay	(USD 14000-23000) per annum plus Allowances as per the University norms
4.	Criteria for appointment	<p>MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE:</p> <p>A Degree in Civil engineering from a recognized University/Institution. At least two years post qualification experience in a government body/ commercial establishment of repute as a Junior Engineer or in a similar capacity.</p> <p>DESIRABLE:</p> <p>Experience in supervision/construction of multistoried buildings, lecture theatre, auditorium, residential quarters, roads, water supply, sanitary installation etc. Experience of RCC design, cost estimation and in designing, constructing & maintaining buildings and utility services. Should be well conversant with Contract Law, CPWD and PWD accounting procedure.</p> <p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Excellent oral and written communication skills. • Strong organizational, prioritization and time management skills. • Ability to work independently and collaboratively in a fast-paced and complex environment. • Ability to adapt to changing situations and priorities. • Ability to develop relationships with people of diverse backgrounds and experience.

POST CODE: 06

1.	Name of the Post	Assistant Engineer (Electrical) (On Contract Basis)
2.	Number of Posts	01 (One)
3.	Scale of Pay	(USD 14000-23000) per annum plus Allowances as per the University norms
4.	Criteria for appointment	<p>MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE:</p> <p>A Degree in Electrical engineering from a recognized University/Institution. At least two years post qualification experience in a government body/ commercial establishment of repute as a Junior Engineer or in a similar capacity.</p> <p>DESIRABLE:</p> <p>Experience of handling electric installation, electric meters, pumps, lights, air conditioners, electric geysers. Should be well conversant with Contract Law, CPWD and PWD accounting procedure Knowledge, Skills and Abilities. Excellent oral and written communication skills. Strong organizational, prioritization and time management skills. Ability to work independently and collaboratively in a fast-paced and complex environment. Ability to adapt to changing situations and priorities. Ability to develop relationships with people of diverse backgrounds and experience.</p> <p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Excellent oral and written communication skills. • Strong organizational, prioritization and time management skills. • Ability to work independently and collaboratively in a fast-paced and complex environment. • Ability to adapt to changing situations and priorities. • Ability to develop relationships with people of diverse backgrounds and experience.

POST CODE: 07

1.	Name of the Post	Junior Engineer (Civil) (On Contract Basis)
2.	Number of Posts	01 (One)
3.	Scale of Pay	(USD 9000-16000) per annum plus other Allowances as per the University norms
4.	Criteria for appointment	<p>MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE:</p> <p>Graduate in Civil Engineering or First Class Diploma in Civil Engineering from a recognized engineering institute/university. At least 10 year post qualification experience for Diploma holder and 03 year post qualification experience for degree holder in a government body / commercial establishment of repute as Junior /Assistance Engineer (Civil) or in a similar capacity. Well conversant with work procedures of CPWD/PWD.</p> <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of latest protocol in compliance with GRIHA rating/ LEED norms. • Knowledge of Renewable energy. • Net metering concept.

POST CODE: 08

1.	Name of the Post	Junior Engineer (Electrical) (On Contract Basis)
2.	Number of Posts	01 (One)
3.	Scale of Pay	(USD 9000-16000) per annum plus other Allowances as per the University norms
4.	Criteria for appointment	<p>MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE:</p> <p>Graduate in Electrical Engineering or First Class Diploma in Electrical Engineering from a recognized engineering institute/university. At least 10 year post qualification experience for Diploma holder and 03 year post qualification experience for degree holder in a government body / commercial establishment of repute as Junior /Assistance Engineer (Civil) or in a similar capacity. Well conversant with work procedures of CPWD/PWD.</p> <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of latest protocol in compliance with GRIHA rating/ LEED norms. • Knowledge of Renewable energy. • Net metering concept.

POST CODE: 9

5.	Name of the Post	Assistant Librarian (On Contract Basis)
6.	Number of Posts	01 (One)
7.	Scale of Pay	(USD 9000-16000) per annum plus other Allowances as per the University norms
8.	Criteria for appointment	<p>MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE:</p> <p>Master's Degree in Library and Information Science with at least 55% marks or equivalent.</p> <p>At least 02 years' experience in a University library or any large library with exposure to modern library techniques and knowledge of cataloging and library classification rules.</p> <p>Knowledge of ICT usage in libraries. Good English speaking skills. Strong ethical convictions and commitment to quality service.</p> <p>Ability to competently interact with a culturally and ethnically diverse population of students, faculty and staff.</p>

POST CODE: 10

1.	Name of the Post	Assistant Manager -Student Affairs (On Contract Basis)
2.	Number of Posts	01 (One)
3.	Scale of Pay	(USD 9000-16000) per annum plus other Allowances as per the University norms
4.	Criteria for appointment	<p>MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE:</p> <p>Master's Degree in any discipline with 55% marks or equivalent from a recognized University / Institute.</p> <p>Three or more years of experience in student life programs developing initiative that enhance student's residential and academic experiences. Experience conducting assessment and evaluation in student affairs leading to demonstrable improvement in programs or service. Practical experience in multiple student affairs functional areas.</p> <p>DESIRABLE:</p> <p>Demonstrated experience working with programs, committees, and collaborative projects related to Student Life Experience with living learning communities strongly preferred evidence of experience working in a position that required strong written and oral communication skills (provide examples). Leadership (presentations, positions and active participation) in student affairs professional organizations.</p>

POST CODE: 11

1.	Name of the Post	Administrative Officer (On Contract Basis)
2.	Number of Posts	02 (Two)
4.	Scale of Pay	(USD 9000-16000) per annum plus other Allowances as per the University norms
	Criteria for appointment	<p>MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE:</p> <p>Master's Degree in any discipline with 55% marks or equivalent from a recognized University / Institute.</p> <p>At least five years experience in the related field of Administration, Establishment, Academic, Hospitality, Purchase (GEM), Store and General Supervision/Management. Exceptional English speaking skills. Strong ethical convictions and a commitment to quality service. Ability to competently interact with a culturally and ethnically diverse population of students, faculty and staff. Proficiency in Computer Operation, noting and drafting.</p>

POST CODE: 12

1.	Name of the Post	Assistant Manager -System (On Contract Basis)
2.	Number of Posts	01 (One)
4.	Scale of Pay	(USD 9000-16000) per annum plus other Allowances as per the University norms
	Criteria for appointment	<p>MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE:</p> <p>BE/BTech/MCA/M.Sc. with a technical major, such as, Computer Engineering/Computer Application/computer science / IT or equivalent. Four years system / network handling experience.</p> <p>Desirable: Certificate or Diploma in Network / System Administration from any renowned institution or body. Any course on web design / development.</p>

POST CODE: 13

1.	Name of the Post	Private Secretary (On Contract Basis)
2.	Number of Posts	01 (One)
4.	Scale of Pay	(USD 9000-16000) per annum plus other Allowances as per the University norms
	Criteria for appointment	<p>MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE:</p> <p>Bachelor's degree or equivalent. 5 years of similar office experience / a Personal Assistant who has worked at Board level. Good written and oral communication skills in English.</p> <p>Familiarity with the education sector, campus processes, protocols and procedures. Advanced word processing, computing, spreadsheet, database software, Power Point and internet skills. Analytical/problem-solving skills. Strong service orientation. Strong skills to communicate effectively with all levels of staff, faculty, students and external constituencies; both verbally and in writing. Strong skills in analysis and complex problem-solving. Advising and counseling skills. Ability to multi-task with demanding timeframes. Ability to use high-level discretion and maintain a high level of confidentiality. Ability to prioritize and handle multiple tasks on tight deadlines, attentiveness to detail and organized work habits.</p>

POST CODE: 14

1.	Name of the Post	Senior Assistant (On Contract Basis)
2.	Number of Posts	02 (Two)
4.	Scale of Pay	(USD 8000-14000) per annum plus other Allowances as per the University norms
	Criteria for appointment	<p>MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE:</p> <p>Bachelor Degree from a recognized University / Institution.</p> <p>At least five years experience in the related field of Administration, Establishment, Academic, Finance & Accounts and General Supervision/Management. Exceptional English speaking skills. Strong ethical convictions and a commitment to quality service. Ability to competently interact with a culturally and ethnically diverse population of students, faculty and staff.</p> <p>Proficiency in Computer Operation, noting and drafting.</p>

POST CODE: 15

1.	Name of the Post	Accounts Assistant (On Contract Basis)
2.	Number of Posts	01 (One)
4.	Scale of Pay	(USD 6000-11000) per annum plus other Allowances as per the University norms
	Criteria for appointment	<p>MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE:</p> <p>At least a Bachelor of Commerce Degree with 60% marks and at least three year experience in the relevant field. Knowledge of Tally accounting and bookkeeping terminology and practices. Knowledge of automated accounting systems. Knowledge of spreadsheets and database software. Knowledge of general record keeping and filing systems. Ability to compare data from a variety of sources for accuracy and completeness. Ability to detect errors. Ability to understand and apply current accounting guidelines, system updates and revisions, and policy changes. Ability to follow, apply, interpret, and explain instructions and/or guidelines. Ability to determine work priorities. Ability to make decisions and take appropriate actions. Ability to meet schedules and deadlines of the work area. Ability to communicate effectively. Ability to compose routine correspondence and reports. Ability to type. Ability to operate standard office equipment. Ability to select and compile data for statements, expenditures, revenues, accounts, and reports.</p>

POST CODE: 16

1.	Name of the Post	Assistant (On Contract Basis)
2.	Number of Posts	02 (Two)
4.	Scale of Pay	(USD 6000-11000) per annum plus other Allowances as per the University norms
	Criteria for appointment	<p>MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE:</p> <p>Bachelor Degree from a recognized University / Institution.</p> <p>At least three year's experience in the related field of Administration, Establishment, Academic, Finance & Accounts and General Supervision/Management. Exceptional English speaking skills. Strong ethical convictions and a commitment to quality service. Ability to competently interact with a culturally and ethnically diverse population of students, faculty and staff.</p> <p>Proficiency in Computer Operation, noting and drafting.</p>

POST CODE: 17

1.	Name of the Post	Personal Assistant (On Contract Basis)
2.	Number of Posts	02 (Two)
4.	Scale of Pay	(USD 6000-11000) per annum plus other Allowances as per the University norms
	Criteria for appointment	<p>MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE:</p> <p>Bachelor's degree or equivalent. 2 years of similar office experience / a Stenographer or equivalent. Good written and oral communication skills in English. Familiarity with the education sector, campus processes, protocols and procedures. Advanced word processing, computing, spreadsheet, database software, Power Point and internet skills. Analytical/problem-solving skills. Strong service orientation. Strong skills to communicate effectively with all levels of staff, faculty, students and external constituencies; both verbally and in writing. Strong skills in analysis and complex problem-solving. Advising and counseling skills. Ability to multi-task with demanding timeframes. Ability to use high-level discretion and maintain a high level of confidentiality. Ability to prioritize and handle multiple tasks on tight deadlines, attentiveness to detail and organized work habits.</p>

POST CODE: 18

1.	Name of the Post	Laboratory Assistant (On Contract Basis)
2.	Number of Posts	01 (One)
4.	Scale of Pay	(USD 4000-9000) per annum plus other Allowances as per the University norms
	Criteria for appointment	<p>MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE:</p> <p>Regular / full time Bachelor's degree in any area of basic / biomedical sciences from a recognized institution and/ or diploma in Medical Laboratory Technology, with at least 55 % marks or equivalent grade. 3 years' experience of working in life science / Biotechnology/ Bio- Medical laboratories.</p> <p>DESIRABLE:</p> <p>The candidate is able to prepare the lab file related to purchase and students' requirement and able to conduct the lab experiments for students. Good interpersonal and communication skills in English and Hindi (both oral and written) is needed.</p>

POST CODE: 19

1.	Name of the Post	Junior Assistant cum Typist (On Contract Basis)
2.	Number of Posts	01 (One)
4.	Scale of Pay	(USD 4000-9000) per annum plus other Allowances as per the University norms
	Criteria for appointment	<p>MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE:</p> <p>Graduate from a recognized University with minimum 50% marks in aggregate or Post Graduate in any discipline from a recognized University. Candidate should have good interpersonal skills, fluency in English with effective communication skills. He/ She should have a minimum typing speed of 45 w.p.m. The candidate should be computer literate with Microsoft proficiency. Minimum 02 years of relevant experience.</p>

POST CODE: 20

1.	Name of the Post	Junior Manager (Hostel & Guest House) (On Contract Basis)
2.	Number of Posts	02 (Two)
4.	Scale of Pay	(USD 4000-9000) per annum plus other Allowances as per the University norms
	Criteria for appointment	<p>MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE:</p> <p>Graduate or equivalent in any discipline, with minimum 60% marks and at least one year experience in the relevant field. Knowledge of spreadsheets and database software. Knowledge of general record keeping and filing systems. Ability to compare data from a variety of sources for accuracy and completeness.</p> <p>Ability to detect errors. Ability to understand letters, correspondences and initiate action on them. Ability to follow, apply, interpret, and explain instructions and/or guidelines. Ability to determine work priorities. Ability to make decisions and take appropriate actions. Ability to meet schedules and deadlines of the work area. Ability to communicate effectively. Ability to compose routine correspondence and reports. Ability to type. Ability to operate standard office equipment. Ability to select and compile data for statements, expenditures, revenues, accounts, and reports.</p>

POST CODE: 21

1.	Name of the Post	Chauffer (On Contract Basis)
2.	Number of Posts	01 (One)
4.	Scale of Pay	(USD 3000-6000) per annum plus other Allowances as per the University norms
	Criteria for appointment	<p>MINIUM EDUCATIONAL QUALIFICATION AND EXPERIENCE:</p> <p>(i) 12th Pass from any recognised Board (ii) Possession of a Valid Commercial Driving License for Light/ Medium/ Heavy Vehicles issued by the Competent authority having no adverse endorsement (iii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles). (iv) Experience of driving motor vehicles for at least 02 years in an organization.</p>

POST CODE: 22

1.	Name of the Post	Electrician (On Contract Basis)
2.	Number of Posts	01 (One)
4.	Scale of Pay	(USD 2500-5000) per annum plus other Allowance
	Criteria for appointment	<p>MINIUM EDUCATIONAL QUALIFICATION AND EXPERIENCE:</p> <p>10th pass or ITI from a recognized board of education. Candidate should preferably have at least one year's experience in Govt. Sector or three years in Private Sector.</p>

POST CODE: 23

1.	Name of the Post	Plumber (On Contract Basis)
2.	Number of Posts	01 (One)
3.	Scale of Pay	(USD 2500-5000) per annum plus other Allowance
	Criteria for appointment	<p>MINIUM EDUCATIONAL QUALIFICATION AND EXPERIENCE:</p> <p>10th pass or ITI from a recognized board of education. Candidate should preferably have at least one year's experience in Govt. Sector or three years in Private Sector.</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. The University may increase/decrease 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.
4. Candidates applying for more than one post should apply separately for each post.
5. Degree as referred above should have been awarded by a recognized University / an Institution of repute.
6. 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.
7. University strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
8. Incomplete applications are liable to be rejected.
9. No interim enquiries will be entertained.
10. Selected candidates will have to produce original documents along with Photo Id at the time of interview.
11. No TA/DA will be given to the shortlisted candidates for appearing in the interview for the above posts.
12. 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.
13. Selected candidate will sign an Employment Contract.
14. Candidates from Central Universities / Institutions may apply to serve on Deputation / Lien.
15. The University reserves the right to appoint a deserving candidate by invitation/nomination who might have not applied.
16. Appointment are contingent upon a successful background check.
17. Canvassing in any manner would entail disqualification of the candidature.
18. Persons employed in Government/Semi Government Organizations/ Autonomous Bodies may submit 'No Objection Certificate (NOC)' from present employer during the time of interview. However, they should submit an undertaking to that effect or submit the Application through proper channel.
19. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the University shall be final.
20. In cases of any disputes, any suits or legal proceedings against the University, the territorial jurisdiction shall be restricted to the High Court at Patna, Bihar.
21. The University reserves the right to conduct written test/interview, only the requisite number of candidates will be called after shortlisting with reference to the candidate's qualification, suitability, experience, etc.

The candidates are required to apply through **ONLINE 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 a Demand Draft (Rs.500/-) drawn in favour Nalanda University, Rajgir and payable at Rajgir, 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 20.02.2023. Candidates are advised to mention the name of the post and Post Code in the subject while forwarding the Email.

The Original Demand Draft may be sent by speed post super scribed "**Application for the post of (Name of the Post & Post code)**" addressed to Registrar, Nalanda University, Rajgir, Chhabilapur Road, Dist. Nalanda (Bihar) - 803116 so as to reach on or before 24.02.2023. The applicant must clearly write their name, date of birth and post applied for on the back of the Demand Draft without which their application may be rejected.

Registrar