



# Nava Nalanda Mahavihara

(Deemed University)

Ministry of Culture, Government of India

Bhikshu Jagadish Kashyap Marg, Nalanda – 803111, Bihar, INDIA

website-[www.nnm.ac.in](http://www.nnm.ac.in)



Ministry of Culture  
Government of India

## EMPLOYMENT NOTIFICATION NO.01/2021 (For Non-Teaching posts)

*(Applicants must ensure their eligibility before applying as required for each post.)*

Applications through Registered / Speed Post are invited from the eligible candidates possessing prescribed qualifications and age as indicated against each post read with Cadre Recruitment Rules of the Nava Nalanda Mahavihara, Nalanda (NNM) available on the NNM website [www.nnm.ac.in](http://www.nnm.ac.in).

The application complete in all respects along with **non-refundable application fee of Rs.500/- for UR/EWS/OBC and Rs. 250/- for SC/ST/PWD & regular employees of NNM, Nalanda** will be accepted. Candidates shall satisfy themselves about their eligibility and other conditions prior to submission of application. [www.nnm.ac.in](http://www.nnm.ac.in) .

The application form duly filled in supported with requisite documents **attested by Gazetted Officer** must reach to the office of the Registrar, Nava Nalanda Mahavihara (Deemed to be University), Nalanda – 803111, Bihar, INDIA only by **Speed Post/ Registered Post on or before 31.01.2021 (06:00 PM)**. Please note that **no application shall be accepted by hand or submitted by courier under any circumstances.**

**The application form should reach at the above mentioned address as on or before 31/01/2021 upto 6.00 p.m., and no form after the last date of submission of form will be accepted.** Incomplete application without supporting documents (Attested by Gazetted Officer) are not received before the last prescribed date, the same shall be rejected straightway.

**Further, the applicants are advised to fill the application form separately if applying for more than one post. The aspirant who are interested to apply for MTS, please use the Application Form No. 2 and rest are advised to apply on Application Form No.1, which can be downloaded from the NNM's website ([www.nnm.ac.in](http://www.nnm.ac.in)).**

For eligibility and other conditions, please go through the detailed advertisement available on official website of NNM ([www.nnm.ac.in](http://www.nnm.ac.in)).

The NNM reserves the right to decrease / increase the posts or not to fill any of the posts advertised.

No.NNM/Recct/01-2021/NT/308

Date: - 08/01/2021

Sd/-  
REGISTRAR



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## EMPLOYMENT NOTIFICATION NO. 01/2021 (For Non-Teaching posts)

Applications from the eligible candidates possessing eligibility conditions as indicated against each post read with Cadre Recruitment Rules of the NNM available on the NNM website [www.nnm.ac.in](http://www.nnm.ac.in), are invited for appointment by direct recruitment by open competition to the various non-teaching positions.

The vacancies details\* are as under:

Sl. No	Name of the Post	Pay Scale	No. of Posts
1.	Account officer	Rs.47600-151100, Level-8	01-UR
2.	Private Secretary	Rs.44900-142400, Level –7	01-UR
3.	Senior Assistant	Rs. 35400-112400, Level – 6	02- UR
4.	Steno-cum-Typist	Rs. 25500-81100, Level – 4	01-UR
5.	Library Assistant	Rs. 21700-69100, Level – 3	01-UR
6.	MTS	Rs. 18000 – 56900, Level – 1	05-UR 01-OBC

**Note:** UR-Unreserved, OBC-Other Backward Classes

\*The NNM reserves the right to decrease / increase the posts or not to fill any of the posts advertised.

### **ELIGIBILITY:**

#### **1. ACCOUNT OFFICER (Rs. 47600-151100, Level – 8 as per 7<sup>th</sup> CPC)**

**Age limit for direct recruits:** 30 Years (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government.)

**Note:** *The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)*

#### **Educational and other qualifications required for direct recruits:**

- Degree of a recognized University/Institute
- 3 years experience in Cash, Account and Budget work in a Government Office/



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PSU/Autonomous body/ Statutory Body. (4 years experience if the post is in the PB-2, GP of Rs. 4800)

**Note 1:** *Qualifications are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing in case of candidates otherwise well qualified.*

**Note 2:** *Qualifications regarding experience is/are relaxable at the discretion of the Union Public Service Commission [Competent Authority] in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if, at any stage of selection the Union Public Service Commission/Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.*

## 2. PRIVATE SECRETARY (Rs.44900-142400, Level –7 as per 7<sup>th</sup>CPC)

Age limit: 45 years

### Essential Qualifications:

- Graduate from a recognized University with at least 50% marks.
- Experience of 3 years as Sr. P.A. or 8 years as Stenographer (PB-2, GP of Rs. 1900).
- Minimum speed of 120/100 w.p.m. in English/Hindi shorthand and 40/30 w.p.m. in English/Hindi Typewriting on computer or bilingual.
- Proficiency in computer operation, noting and drafting.

### Desirable Qualifications:

- Post Graduate.
- Well conversant in Hindi and English.
- Diploma in Computer Application from recognized Institution.
- At least three year experience in the secretarial/ministerial cadre posts (Personal Assistant/Stenographer/Assistant/UDC or equivalent posts in the pay scale of Rs. 9300-34800-FGP Rs. 4200 in Central/State Govt./University/Public sector undertakings and other Central or State Autonomous bodies.

## 3. SENIOR ASSISTANT (Rs. 35400-112400, Level – 6 as per 7<sup>th</sup> CPC)

**Age Limit: Upper Age Limit 40 years**

### Essential Qualifications:

- Bachelor's degree from a recognized University.
- Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi or bilingual on computer.
- Proficiency in computer operation, noting and drafting.

### Desirable Qualification:

- At least two years' experience as UDC in the grade of Rs. 5200-20200 + GPA Rs. 2400/- **OR** equivalent Post of any Central/State Govt./University/Public Sector Undertakings and other Central or State autonomous Bodies, **OR**
- Master's Degree in any discipline.



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## 4. Steno-cum-Typist (Rs. 25500-81100, Level – 4 as per 7<sup>th</sup>CPC)

**Age Limit: 18 - 35 years**

### Essential Qualifications:

- Graduate from a recognized University.
- Candidate must have the speed of 80 w.p.m. in English/Hindi shorthand and 40/30 w.p.m. in English/Hindi Typewriting on computer.
- Proficiency in computer operation, noting and drafting.

## 5. Library Assistant (Rs. 21700-69100, Level – 3 as per 7<sup>th</sup>CPC)

**Age limit for direct recruitment: Not exceeding 30 years**

### Essential Qualifications:

- Bachelor's Degree in Library Science / Information science.
- One year relevant experience in a University/ College library.

## 6. MTS (Rs. 18000-56900, Level – 1 as per 7<sup>th</sup>CPC)

**Age Limit: 45 years**

### Essential Qualifications experience:

- Class 10<sup>th</sup> Standard from a recognized School/ Board.
- Those working in Central Govt./State Govt./Autonomous organization controlled by State or Central Govt. may be given relaxation in age.

## GENERAL TERMS & CONDITIONS

### 1) Eligibility Conditions:

- Mere possession of eligibility conditions shall not entitle a candidate to be called for written test / interview (wherever applicable). The date for determining the eligibility of all candidates in every respect shall be the closing date as prescribed in the advertisement for receipt of the applications. In other words, no candidate shall be called for Written Test / Skill Test / Interview (wherever applicable) if he / she does not possess the minimum qualification and experience etc. as on the closing date of the application for a particular post.
- The NNM may conduct written test for all the candidates who have applied for the post(s). Scrutiny of application will be done in respect of qualified skill test candidates only. Candidature will be cancelled in case of any anomaly observed by the scrutiny committee. Only one representation to disqualified candidates will be entertained by the scrutiny committee.



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Therefore, all candidates are advised to ascertain their eligibility strictly as per eligibility criteria of the post(s) prescribed in the Notification.

- 2) Candidate who is already in service should submit his/her application through proper channel. However, he / she may send an advance copy of his / her application and should produce a "No Objection Certificate" from the employer at the time of interview or joining, failing which he / she shall not be allowed to join the NNM, incase hi/her selection is made.
- 3) It is the sole responsibility of the candidate to assess his / her own eligibility for the post for which he/she is applying in accordance with the prescribed qualification, experience etc. and submit his/her application duly filled-in along with the desired information, documents and other supporting materials as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his candidature. In case, it is detected at any point of time in future even after appointment that the candidate was not eligible as per the prescribed qualification, experience etc. which could not be detected at the time of written test / Skill test / interview (wherever applicable) due to whatever circumstances, his / her appointment shall be liable to termination forthwith as per this clause and also based on his / her undertaking in application form. Candidates are advised to confirm their eligibility prior to submission of application.
- 4) Acceptance of documents / certificates / claims etc. submitted by an applicant will be subject to their verification by the competent authorities /sources. If, any claim/ certificate/document is found to be false / fake / incorrect / *malafide* at any stage of verification before or after appointment, the document in question shall be summarily rejected and action may be initiated against the candidate for this misconduct including rejection of his candidature which shall lead to cancellation of his / her appointment, if already appointed.
- 5) If at any stage of the recruitment process or employment, it is detected that there is a willful suppression of factual information relating to the eligibility or otherwise as a candidate, followed by supply of fake documents / or misleading statement / information in the application or tampering of documents or providing such information relating to the caste, educational qualifications, experience or domicile etc. the candidature shall be cancelled or services shall be terminated forthwith, if already appointed, as the case maybe.
- 6) The persons appointed against any post shall be governed by the Act / Statutes / Ordinances / Regulations / Rules governing the service conditions / method of recruitments, CCS (Conduct) Rules, 1964 and CCS (CCA) Rule, 1965 as amended from time to time and resolutions of the Executive Council of the NNM and rules of the Govt. of India / Guidelines of the UGC adopted by the NNM from time to time.
- 7) The appointment of a fresh candidate will be subject to police verification. Until the



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police verification report is received, the appointment shall be treated as provisional which should be mentioned clearly in the letter of appointment. In case, the report of the police with regard to his / her conduct, character, antecedents etc. is not found to be satisfactory, the provisional appointment shall be withdrawn/ cancelled / terminated forthwith without notice.

- 8) The selected candidate will also have to undergo a medical examination / test through a constituted Medical Board to ascertain his/her medical fitness for the post prior to joining. In case, he / she is not found to be fit by the authorized medical authorities, the offer of appointment shall be treated as withdrawn. The persons already holding employment under Government or Autonomous Bodies, may submit Medical Fitness Certificate from any Government Hospital at the place of his / her work duly countersigned by the Civil Surgeon or Chief Medical Officer of the concerned district at the time of joining of applicant.
- 9) The selected candidate will be required to perform duties as per the rules of the NNM as amended from time to time. The NNM is free to assign any duty as per the exigency of the situation at any time even during non-working hours / holidays which the employee has to perform without fail to avoid disciplinary action in this regard. The selected candidate is liable to serve anywhere in the country or outside the country where the offices, Campuses or projects of the NNM are located or may be located in future.
- 10) The selected candidate will be governed by the "National Pension System" (earlier known as 'New Pension Scheme') of the Govt. of India as applicable w.e.f. 01.01.2004.
- 11) Candidates who have been awarded degrees from foreign Universities should enclose "*Equivalence Certificates*" issued by the Association of Indian Universities, New Delhi.
- 12) **Reservations and Relaxations:**
  - a. The period put in by the candidates as Residency Period to acquire M.Phil. and /or Ph.D. Degree shall not be counted towards teaching/research experience. Candidates must provide the details with regard to the Residency Period in the application form in case of applicable posts only.
  - b. Relaxation in age and experience etc. may be granted to the candidates belonging to the Schedule Caste/Schedule Tribes/OBC/PWD/EWS or other reserved categories as per the UGC/Govt. of India guidelines. A certificate to this effect issued from the competent authority should be produced within the time allotted by the NNM after skill test. Wherever, relaxation of qualification including percentage of marks is permitted under the UGC/Govt. of India guidelines, such relaxation shall also be considered in appropriate cases subject to recommendations of the Screening Committee.



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- c. In addition to above, the relaxation in age shall also be given in respect of the following categories as mentioned against each:-

Sl. No	Categories of persons	Extent of age relaxation
1	Regular Employees of the Central Government / State Government / Central Universities / UGC maintained deemed to be Universities / Other Central / State autonomous bodies / organizations / Institutions	As per Govt. of India rules.
2	Ex-serviceman	

- d. (i) Candidates applying against post reserved for PWD should indicate whether he/she, belongs to SC/ST/OBC or General Category, wherever applicable.

(iii) Person suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of the reservation for Persons with Disabilities.

- e. Candidates seeking reservation under SC/ST/OBC/PwD category are required to submit certificates on the format prescribed by the Government of India, Department of Personnel and Trainings. Socially and Educationally Backward Class (SEBC) candidates will be considered as OBC only if they submit the required latest issued certificates in the prescribed enclosed format. Further, they shall submit the declaration given in the application form.

- f. The appointment under reserved category will be provisional and subject to certificate being verified through the proper channels. If the verification reveals that the claim of the candidate belonging to particular category is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code / Ranbir Penal Code for production of false certificates.

13) Candidate should bring all original certificates along with one set of self-attested photocopies relating to his / her age, qualification, experience and caste etc. at the time of interview. In case the candidate fails to submit the documents, he / she shall not be allowed to appear in interview, as the case may be and his / her candidature shall be treated as cancelled without any further communication in this regard.

14) (i) Interim enquiries shall not be entertained.

(ii) Conditional form of applications will not be entertained by the NNM.

(iii) 'Canvassing in any form shall disqualify the candidature of the candidate'.

(iv) Applicants are required to apply on separate application form for each post. Each application without the required application fee by way of a/c payee draft shall be rejected.



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**Please Note that Cheque (s) or any other mode of payment on a/c of application fee shall not be accepted under any circumstances, only Demand Draft/Bank Draft drawn in favour of Registrar, Nava Nalanda Mahavihara, Nalanda shall be accepted.**

- 15) The NNM shall not be responsible for any postal / electronic delay. The application must be submitted prior to closing date and time of application. The candidate shall be required to submit the list of enclosures and also write his/her complete information with regard to his / her correspondence and permanent address with pin code, telephone numbers, cell-phone numbers, e-mail ID, which will facilitate communication at any point of time.
- 16) Candidates who have been awarded degrees from foreign Universities should enclose “*Equivalence Certificates*” issued by the Association of Indian Universities, New Delhi.
- 17) The NNM reserves the right to place reasonable limit on the total number of candidates to be called for interview wherever applicable.
- 18) The selected candidates shall be appointed under written contract.
- 19) Age of superannuation for all the positions shall be as per GOI / UGC norms as amended from time to time.
- 20) Candidate who is already in service should submit a certificate from the employer or his/her authorized officer to the effect that no disciplinary proceeding is pending or contemplated against him/her. Apart from this, the Vigilance Clearance Report shall also be furnished along with the application or at the time of interview.
- 21) Person serving and willing to be considered for appointment on deputation basis can also apply.**
- 22) The grade point B in the 7 point scale (Grade O, A, B, C, D, E & F) shall be regarded as equivalent to 55% wherever the grading system is followed.
- 23) With regard to any ambiguity relating to the recruitment rules in general and eligibility in respect of any post in particular, the decision of the NNM Authority shall be final.
- 24) (i) The NNM reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. If any vacancy arises after recruitment to a particular post due to whatsoever reasons, the vacancy may be filled up from the panel of that post within a period of one year from the date of selection committee.  
(ii) The NNM reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.  
(iii) Number of posts advertised may be treated as tentative. The NNM shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.





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- 25) **No TA/DA shall be paid to the candidates for attending the interview / Written Test / Skill test.**
- 26) **Rejection of Applications Forms:** The Application form not filled up on the basis of supporting documents, duly attested (From a gazette officer) clear Xeroxed copies of degree certificate/marks sheet/ experience certificate/ category certificate (if applicable) issued by the respective Competent Authorities and incomplete applications shall be rejected summarily. Application form (i) received after the last date of receipt of application at NNM, or (ii) incomplete in any respect or (iii) any fresh paper / enclosures after the last date of receipt of application, shall not be entertained. No amendments in application form will be allowed. Thus, candidates are advised to be careful while filling the application form.
- 27) Candidates in their own interest are advised to check the NNM website ([www.nnm.ac.in](http://www.nnm.ac.in)) regularly for the update, if any, regarding the advertisement. **All correspondence including Intimation of Written Test, Admit Card for written test & Skill test / Interview (wherever applicable) will be published on NNM's official website or through Social media, as applicable.**
- 28) Any change of postal address given in the application form should at once be communicated to the NNM through mail or authentic mobile number or written request.
- 29) In case of any dispute, any suit or legal proceeding by or against the NNM, Courts within whose local Jurisdiction, Headquarter of the NNM is situated shall have the Jurisdiction.
- 30) Application fee once paid shall not be refunded under any circumstances.
- 31) In case of any doubt in English or Hindi version of the Notification, English version shall prevail over Hindi version.
- 32) Appointment offer to selected candidates shall remain valid for 21 days from the date of issue of appointment order. Non-reporting / joining of appointed candidate(s) within the prescribed time limit will automatically cancel the appointment. Such posts will be offered to next candidate as per merit list invogue.
- 33) The recruitment against the advertised posts shall be carried out in accordance with the UGC Regulations as amended from time to time / NNM / GOI norms.



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## **HOW TO APPLY**

The candidates who possess requisite qualifications **should fill application forms (Form-1 for B and C Categories and Form No.2 for MTS), as applicable, available on Nava Nalanda Mahavihara, Nalanda website [www.nnm.ac.in](http://www.nnm.ac.in) as per schedule mentioned above** and send the complete application form duly filled in along with requisite copies of degrees/certificates (duly attested by a Gazetted Officer) **under Speed Post/Registered Post only at :**

### **Registrar,**

Nava Nalanda Mahavihara  
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Ministry of Culture,  
Government of India,  
Nalanda – 803111,  
Bihar, INDIA.

By Order

No.NNM/Recct/01-2021/NT/308

Date: - 08/01/2021

Sd/-

**REGISTRAR**