



NAVA NALANDA MAHAVIHARA

(Deemed University, Ministry of Culture, Government of India)

Bhikshu Jagadish Kashyap Marg, Nalanda, Bihar, India



RECRUITMENT THROUGH WALK-IN INTERVIEW

Advt. No. NNM/Walk-in-interview/2021/1047
Dated: 27th December, 2021

Nava Nalanda Mahavihara (NNM), Nalanda is a Deemed to be University fully funded by the Ministry of Culture, Govt. of India. The University invites applications for Walk-in-interview for the post of Executive Assistant. The positions are purely temporary on Contractual basis. Eligible and experienced candidates may submit the enclosed application form and visit NNM on the date and venue mention below.

Schedule of Interview: 14th January, 2022, 11.00 AM onwards

Venue: Ashokarama Conference Hall of Dhammasoka Administrative Building, Nava Nalanda Mahavihara, Nalanda, Bihar Pin-803111.

Name of the post	No. of vacancies	Post Code	Mode of appointment	Date and Time of Walk- in Interview
Executive Assistant	01	EA/01	Contractual	14 th January, 2022 at 11:a.m.

Essential Qualifications & Experience:

1. Candidates should have Post Graduate degree in any discipline from any organization or university.
2. Candidates must possess 55% marks in the above mention qualification.
3. Degrees as referred above should have been awarded by any recognized University.

Consolidated Remuneration:

Rs. 25,000/- p.m. on tenure basis for 1(one) year in case of Executive Assistant and extension of contractual would be given considering the requirement of University and Performance of individual.

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. Candidates belonging to SC/ST/OBC/PWD categories are required to submit copies of Caste Certificate/Disability Certificate issued by the Competent Authority in the prescribed format at the time of interview.
4. Candidates employed in Central/State Government Department/Public Sector Enterprises etc. should produce NOC (No Objection Certificate) at the time of interview from their employer.
5. 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.
6. 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.
7. The University also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
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. The candidates must furnish an OBC certificate (clearly mentioning as belonging to non-creamy layer) as per the format prescribed by the Government of India (not older than six months as on 28.12.2021 from the Competent Authority, at the time of interview
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. If the information furnished by the candidate in any part is found to be false or incomplete or is not found to be in conformity with the eligibility criteria mentioned in the advertisement, candidature/appointment will be considered as revoked/terminated at any stage of recruitment process or after recruitment or after joining, without any reference given to the candidate.
19. Candidates who have taken both the doses of vaccine will allow to interview without RT-PCR test report.

Sd/-
Dr. S.P Sinha
Registrar



27/12/2021



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Ministry of Culture
Government of India

Advt. No. NNM/Walk-in-interview/2021

Date: 27.12.2021

Application Form for Executive Assistant (Walk-in-Interview)

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 self-attested copies of all the relevant certificates/ documents must be brought at the time of Interview.

POSITION APPLIED FOR: _____

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. Aadhar Number (or any other ID number):
9. E-mail Address:
10. Permanent Address:
.....
11. Address for Correspondence:
.....

**Affix latest
passport size
photograph**

12. Academic Record: (attach scan copies of relevant documents in jpg/pdf format)

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

13. Work Experience:

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

14. Languages:

Language	Read	Write	Speak
English			
Hindi			
Any other			

15. Please specify proficiency with Computers:

Knowledge of Computers with expertise in MS Word/ MS Excel/ MS PowerPoint and other Microsoft Office Skills/ Internet applications etc.	
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16. Why do you wish to join Nava Nalanda University and how this will help you in achieving your career goals? (150 words)

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Declaration

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