Nalanda University

Rajgir, District Nalanda
Pin 803116, Bihar, India
Tel +91 6112255330, www.nalandauniv.edu.in

Recruitment Notice for Non-Teaching Positions

No. NU/NT/Job/Aug-2026 **Date: 03.08.2026**

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 Positions on contract** for Nalanda University at Rajgir, District – Nalanda, Bihar.

Sl	Name of the Post	Scale of Pay (In USD PA)	No. of Post
1.	Librarian	30,000-45,000 (plus admissible allowances)	01
2.	Deputy Librarian	18,000-30,000 (plus admissible allowances)	01
3.	Assistant Registrar	14,000-23,000 (plus admissible allowances)	01
4.	Assistant Engineer (Electrical)	14,000-23,000 (plus admissible allowances)	01
5.	Senior Assistant	8,000-14,000 (plus admissible allowances)	01
6.	Library Assistant	6,000-11,000 (plus admissible allowances)	02
7.	Assistant	6,000-11,000 (plus admissible allowances)	02

DETAILED ADVERTISEMENT

1. LIBRARIAN

Minimum Educational Qualifications and Experience:

1. Master's Degree in Library Science/ Information Science/Documentation Science with at least 55% of marks or an equivalent grade in a point scale wherever the grading system is followed.
2. A minimum of ten years of experience at the level of Assistant Librarian/ Deputy Librarian/Additional Librarian in a University / College / Indian or Foreign Research Institution of comparable standards, of which at least three years should be at the level of a Deputy Librarian/Additional Librarian.
3. Evidence of innovative Library services, including the integration of ICT in a library.
4. A Ph.D. Degree in library science/ documentation/ archives and manuscript keeping.

2. DEPUTY LIBRARIAN

Minimum Educational Qualifications and Experience:

1. Master's degree in Library Science/ Information Science/ Documentation Science, with at least 55% of the marks or an equivalent grade in a point scale wherever the grading system is followed.
2. Eight year's experience as an Assistant University Librarian/ College Librarian.
3. Evidence of innovative library services including integration of ICT in library.
4. A Ph.D. Degree in Library Science /Information Science/ Documentation Science/ Archives and manuscript keeping/ computerization of library.

3. ASSISTANT REGISTRAR

Minimum Educational Qualifications and Experience:

1. Master's Degree with at least 55% marks or its equivalent along with a good academic record.
2. Minimum 5 years professional experience in university/ educational or research institution; or equivalent technical or research experience with proven administrative capabilities; or equivalent administrative experience in one or more of the following: administration/ admission/ examination/ establishment/ procurement/ performance management system/ training and development/ welfare (including recruitment and selection policy/practices, disciplines. grievance, counselling), legal, campus/ estate or materials management/ stores.
3. 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.

Desirable:

Additional qualification in the area of Management / Law. Experience of independent handling of General Financial Rules. Knowledge of basic computers.

4. ASSISTANT ENGINEER (ELECTRICAL)

Minimum Educational Qualifications and Experience:

1. Bachelor's degree in Electrical Engineering from a recognized University/ Institution.
2. At least two years post qualification experience in a government body/ commercial establishment of repute as a Junior Engineer or in a similar capacity.
3. 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.

Desirable:

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.

5. SENIOR ASSISTANT

MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE:

Bachelor Degree from a recognized University / Institution.

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. Proficiency in Computer Operation, noting and drafting.

6. LIBRARY ASSISTANT

MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE:

Master's Degree in Library & Information Science from any recognized University /Institution with 02 years' experience in the relevant field in a University/Research establishment / Central / State Govt. / PSU and Library of other Autonomous Institutions.

OR

Bachelor's Degree in Library / Library and Information Science from any recognized Institute/ University with 03 years' experience in the relevant field in a University / Research Establishment / Central / State Govt. / PSU and Library of other Autonomous Institutions. Knowledge of Computer Applications.

7. ASSISTANT

MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE:

Bachelor Degree from a recognized University / Institution.

At least three 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. Proficiency in Computer Operation, noting and drafting.

The **last date** for receiving applications is **31.08.2026**. Applications received after the closing date will be rejected and no correspondence shall be entertained in this regard.

HOW TO APPLY:

1. Candidates are required to apply online only through the **Online Link** given at end of the advertisement. **Since the link is based on a Google Form, you are requested to log in to your Gmail account before clicking on the link. If you do not have a Gmail account, please create one before accessing the link.**
2. An application fee of **Rs. 500/-** for each position shall be paid online directly to the University's Bank Account. The **UTR Number/Transaction Reference Number** must be mentioned in the application form for reference. Details of the University's Bank Account are given below.

Name of Account	:	**Nalanda University**
Bank Name	:	**HDFC Bank Ltd.**
Account No.	:	**50100079546912**
IFSC Code	:	**HDFC0002059**
Swift Code	:	**HDFCINBB**
Branch Address	:	**Dharamsala Road, Rajgir-803116**

GENERAL TERMS & CONDITIONS

1. Candidates applying for more than one post must submit a separate application for each post.
2. Nalanda University reserves the right to fill or not to fill any of the advertised posts. The University also reserves the right to empanel suitable candidate(s) for future vacancies.
3. The University reserves the right to increase or decrease the number of advertised posts at any stage without assigning any reason.
4. The qualifications prescribed for the posts must have been awarded by a recognized University or Institution of repute.
5. Mere fulfilment of the prescribed eligibility criteria shall not entitle a candidate to be called for a written test and/or interview. The decision of the University in all matters relating to the selection process shall be final, and no correspondence in this regard shall be entertained.
6. Candidates shortlisted for the selection process must produce the original certificates/testimonials and a valid photo identity proof for verification at the time of the written test/interview or as and when required by the University.
7. No TA/DA shall be admissible for appearing in the written test and/or interview.
8. The post is based at Rajgir, Nalanda District, Bihar, the Headquarters of Nalanda University. Selected candidates should be willing to relocate to Rajgir.
9. The selected candidate shall be required to execute an Employment Contract with the University.
10. Candidates serving in Central Universities, State Universities, Government Departments, Autonomous Bodies, or other Government-funded Institutions may apply on Deputation or Lien, subject to the applicable rules of their parent organization.
11. Appointment shall be subject to satisfactory verification of character, antecedents, educational qualifications, experience, and any other background checks as prescribed by the University.
12. Canvassing in any form shall lead to disqualification of the candidature.
13. In case of any dispute or ambiguity arising during the selection process, the decision of the University shall be final and binding.
14. Any dispute or legal proceeding arising out of or in connection with this recruitment shall be subject to the exclusive jurisdiction of the competent courts at Patna, Bihar.
15. The University reserves the right to conduct a written test, skill test, interview, or any combination thereof. Only shortlisted candidates, based on the prescribed qualifications, experience, suitability, and other relevant criteria, shall be called for the selection process.

Registrar

LINK FOR ONLINE APPLICATION
https://forms.gle/ufot42A8sB8FQYwG8

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