



## **Nava Nalanda Mahavihara**

(Deemed to be University under Ministry of Culture, Govt. of India),

**Nalanda, Bihar**

**Advt. No.Estt/01/2012**

The Applications are invited from personnel with relevant experience below the age of 70 years for appointment as Consultants in the Nava Nalanda Mahavihara, Nalanda (NNM) on short term contract basis on a consolidated consultation fee. For details, please refer to NNM website [www.navanalandamahavihara.org](http://www.navanalandamahavihara.org).

The duly filled in applications in the prescribed format, to be downloaded from the website, along with the certificates of qualification & experience, should reach by POST or by HAND to the office of the Director, Nava Nalanda Mahavihara, Nalanda - 803111 on or before **15<sup>th</sup> February, 2012**.

Registrar



## Nava Nalanda Mahavihara

(Deemed to be University under Ministry of Culture, Govt. of India),

Nalanda, Bihar-803111

Applications are invited for the following post of Consultants:

Sl. No	Post	Requirement	Job Profile/Description	Experience
1	Consultant (Internal Budgeting)	01	Would be responsible for directing and coordinating activities for formulation, monitoring and presentation of budgets	(i) Experience in dealing with the matter related to the finance. Preferably retired from CAG/DGACR/AGs (IA&AD) of Central/State Government.  (ii) Knowledge in Financial Rules and procedures of the Government Establishments and adequate experience in dealing with Accounts, Audit, Budget and Financial matters. Work details:
2	Consultant (Internal Control & Audit)	01	Would be responsible for overall supervision of all the matter related to the finance as well as the Internal Audit	(i) Accounts work in a Supervisory capacity in Central or State Government offices or Universities or PSUs or Autonomous Bodies.  (ii) Knowledge in Financial Rules and procedures of the Government Establishments and adequate experience in dealing with Accounts, Audit, Budget and Financial matters.
3	Consultant (Administration)	01	Would help the office of Registrar & Director in matter of general administration, establishment, etc.	Preferably retired person and having experience in Administration, Establishment matters, Finance and Training etc. in Central or State Government Offices, Autonomous Bodies or PSUs, University or other institution of higher education.
4	Consultant (Maintenance, Civil)	01	Would be responsible for overall supervision of all the matter related to maintenance, repair and construction work.	Must hold Diploma in Civil Engineering from a recognized Institute with at least 5-10 years working experience as site Engineer in an Institution of repute. Having experience in coordination and supervision of constructions and

				<p>maintenance of civil works including Public Health. The candidate should have experience in contract management, tendering, planning, works accounts procedures, bye-laws and of local bodies and construction projects of multistoried buildings and having experience in lanning/estimating/ tendering as per CPWD/ PWD norms. Very good knowledge of CPWD manuals, preparation/ checking of estimates drawings, structural details, bill of quantities, preparation of tender documents, justification statements, addition/ substitute/ deviation items, statements and other associated issues related with building and construction.</p>
5.	Consultant (IT)	01	<p>Would be responsible for overall supervision of all the works related to computers, printers, scanner and networking including the maintenance of NNM website. Besides he will be in charge of Computer lab.</p>	<p>Must hold Bachelor in Computer Application <b>(BCA)</b>/Post Graduate Diploma in Computer Applications <b>(PGDCA)</b></p> <p>Experience in Software and Hardware Installation, maintenance, Testing (Manual &amp; Automation).</p> <p>Experience in M.S office/M.S word/M.S Excel/ Power Point, web designing, etc.</p>
6.	Consultant (Nava Nalanda Mahavihara Sanskritik Gram) (NNMSG)		<ul style="list-style-type: none"> <li>• Organizing Events/ Exhibitions/ Workshops to facilitate awareness generation in consonance with the theme of Nava Nalanda Mahavihara Sanskrit Gram</li> <li>• Orientation and conducting the National and International delegations at Xuanzang Memorial Museum (Or NNMSG)</li> <li>• The day-to-day affairs of NNMSG.</li> </ul>	<ul style="list-style-type: none"> <li>• At least a Bachelor's degree from any recognized Indian University</li> <li>• More than 5 years of experience as a Community Volunteer/ Organizer.</li> <li>• Experience in designing and conducting workshops, events etc</li> <li>• Experience with software such as Corel Draw, Photoshop and Web designing.</li> <li>• Proficiency in both spoken and written English.</li> </ul>

**Note:**

1. The NNM reserves the right to evolve a uniform and reasonable criterion for short-listing of eligible candidates, if needed.
2. NNM also reserves right to give preference to those who possess higher qualifications/experience.
3. Number of vacancies, with nature indicated above, may vary at the time of Selection.
4. The NNM reserves the right to hold/not to hold Selection Committee for any or all of the post(s).
5. The NNM reserves the right to remove the personnel/personnel appointed as Consultant/Consultants at any time with one month notice.
6. Consultation fee is negotiable.