

Chanakya National Law University

Nyaya Nagar, Mithapur, Patna-800001

Adv. No. 08/2022-23 (Appt.)

Date: 22.06.2022

APPLICATION FOR THE POST OF RECORD ASSISTANT

1. Name of the Post : Record Assistant
2. Number of Posts : 02 (Two) (Unreserved – 01 and Extremely Backward Category - 01)
3. Age : Maximum age on 01.06.2022 should be as follows :
Unreserved Category - 37 Years (ii) Extremely Backward Caste - 40 Years.
4. Nature of Engagement : On Contractual Basis.
5. Essential Qualification : Intermediate in Arts/ Science/ Commerce. Preference will be given to the candidates having Diploma in Library Science from recognised University or equivalent.
6. Desirable Qualification : At least two years of experience as Record Assistant in the Library of State Universities/ Similar other institutions / Government Departments/ PSU / Autonomous.
7. Monthly Emoluments : Rs. 26000/- (Twenty Six Thousands) only per month
8. Initial Contract Period : One Year from the date of Joining.

General instructions and Essential Information:-

1. Bihar Reservation Rules shall apply in selection of the candidate. The contract will initially be for one year and may be renewed depending upon the requirement of the University and satisfactory performance of the candidate.
2. The University reserves the right to consider the curriculum vitae of any person for any post.
3. Candidate shall have to produce original documents at the time of interview.
4. Canvassing in any form may lead to cancellation of candidature.
5. Result will be published only on the University website and University Notice Board and will be intimated to the selected candidates through e-mail.
6. The University reserves the right to relax any of the qualifications, experience, etc., in deserving case in respect of any post.
7. The number of vacancies of the post indicated in this employment notification is tentative. The University reserves the right to fill or not to fill any consequential vacancy, and/or to increase/decrease the number of posts and make appointments accordingly.
8. Selection will be made purely on the basis of candidates' previous record, performance in the interview.
9. NO TA/DA will be paid to be candidates attending the interview/ test.
10. The University reserves the right make changes, if necessary. The interview of those candidates who could not be interviewed on designated day may be extendable for the next day.
11. Preference will be given to internal candidates who have similar work experience in National Law University in India.
12. The University reserves the right to make changes, if necessary; depending upon the number of candidates appearing for walk-in-interview. The date of walk-in-interview of those candidates who could not be interviewed on designated day may be extended for the next day.

Manoranjan Prasad Srivastava
Registrar