

CHANAKYA NATIONAL LAW UNIVERSITY

Nyaya Nagar, Mithapur, Patna-800001

Ph. No. 0612-2352300

No.:ADV- 3/2014

Date: 30.01.2014

WALK-IN-INTERVIEW

Eligible candidates for the posts of 1. Civil Engineer, 2. Electrical Engineer, and 3. Personal Secretary to the Registrar may appear for walk-in-interview on the 7th of February 2014 with original certificates at 2.00 p.m in the Vice-Chancellor's Chamber. Posts are contractual. For further details, visit our website: www.cnl.u.ac.in

REGISTRAR

Minimum Qualifications

1. **Civil Engineer (one post):** Applicant must have Graduate Degree with at least 15 years of experience in Civil Engineering Work in any college / university / institution / Government or Semi-Government organization. Retired personnel can also apply. Emolument : Rs. 25,000/- negotiable and the provisions of Bihar Reservation Act will apply.
2. **Electrical Engineer (one post):** Applicant must have Graduate Degree with at least 15 years of experience in Electrical Engineering Work in any college / university / institution. Retired personnel can also apply. Emolument: Rs. 25,000/- negotiable and the provisions of Bihar Reservation Act will apply.
3. **PS to the Registrar (one post):**
Educational and desirable qualifications:
 1. Bachelor's Degree in any discipline with 50% marks from a recognized University and proficiency in English,
 2. Shorthand speed of 120 w.p.m. and typing speed of 40 w.p.m. in English,
 3. Shorthand speed 80 w.p.m. and typing speed of 25 w.p.m. in Hindi on computer,
 4. Diploma in Computer application or Diploma in Office Management and/Secretarial Practice,
 5. Five years of experience as Personnel Assistant in Central or State Universities / similar other institutions /Government Department/ PSU/ Autonomous bodies,
 6. Age Limit: Preferably below 40 years,
 7. Emolument: Rs. 20,000/- negotiable and the provisions of Bihar Reservation Act will apply.

Scope of Work for Post 1 and 2

1. Preparation of estimate, BOQ, tender document relating to NIT/NIQ
2. Preparation of document relating to E-tendering.
3. To make supervision of Civil/Electrical engineering work.
4. To examine bills submitted by contractor/site engineer.
5. To draft technical letter related to technical sanction/approval as well as routine correspondence, work order to contractor.

6. Civil engineering work includes the work of PHD and some structural changes/design work also.
7. Engineering work includes the new project of the University as well as the maintenance of all old projects both civil and electrical.
8. To advice University authority about Civil/Electrical work in the interest of the University.
9. To ensure quality control of work and financial discipline in execution of work.
10. To ensure of control on the staff working under Civil/Electrical engineer.
11. Any other engineering work assigned to Civil/Electrical engineer assigned by the University from time to time.

General Instructions and Essential Information

1. For the post of Personal Secretary to the Registrar, the candidate shall come along with DD of Rs.500/- (Rupees five hundred only) drawn in favour of Registrar, Chanakya National Law University, Patna, payable at Patna.
2. The university reserves the right to withdraw any advertised post at any time without assigning any reason. The right is also reserved with the university either to fill or not to fill the post and its decision in this regard shall be final.
3. **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.
4. The university reserves the right to consider the curriculum vitae of any person for any post.
5. Candidates shall have to produce original documents at the time of appearing for Interview.
6. Canvassing in any form may lead to cancellation of candidature.
7. No call letter or interview letter will be issued.
8. Result of successful candidates will be informed through e mail/mobile. It may be published on the University Website and University Notice Board.
9. The appointee has no claim for the permanent post in future.
10. It will be open to the University to consider, on its own, names of suitable candidates who might not have applied.
11. The University reserves the right to relax any of the qualifications, experience, etc., in deserving cases in respect of any post.
12. The number of vacancies of the posts indicated in this Employment Notification is tentative. The University reserves the right to fill or not to fill any consequential vacancies, and/or to increase/decrease the number of posts and make appointments accordingly.
13. Selection will be made purely on the basis of candidates' previous record, performance in the interview.
14. NO TA/DA will be paid to be candidates attending the interview.
15. The University reserves the right to make changes, if necessary.

Dr. S. P. Singh
Registrar