

# CHANAKYA NATIONAL LAW UNIVERSITY

[Accredited with 'A' Grade by NAAC]

Nyaya Nagar, Mithapur, Patna- 800 001 website: - [www.cnlu.ac.in](http://www.cnlu.ac.in)

Adv. No. -07/17-18

Date: - 24.10.2017

## **WALK-IN-INTERVIEW**

Eligible candidates may appear for walk-in-interview for two posts of Office Assistant on contract basis on 02.11.2017 at 03:00 pm in the Registrar's Chamber, 1<sup>st</sup> floor, Administrative Building, CNLU, Patna.

### **Minimum Qualifications and Experiences**

- 1. Name of Post:- Office Assistant**
- 2. No. of Posts: 2 (Two)**
- 3. Nature of Engagement: On contractual basis**
- 4. Essential qualifications:** Bachelor degree in Commerce with at least 55% marks from a recognised University and proficiency in English. Diploma in Computer application or Diploma in office management or Diploma in Secretarial practice. 40 w.p.m typing in English and 25 w.p.m typing in Hindi.
- 5. Desirable qualifications:** Three years of experience as Assistant in Central or State Universities / Similar other institutions / Government departments / PSU / Autonomous bodies preferably having sound knowledge in Accounts and related work.

Total consolidated emoluments Rs. 20,000/- (negotiable) and the provisions of Bihar Reservation Act will apply.

### **General Instructions and Essential Information**

- 1.** 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.
- 2. Bihar Reservation Rules** shall apply in selection of the candidate. The contract will initially be for six months and may be renewed depending upon the requirement of the University and satisfactory performance of the candidate.

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3. The University reserves the right to consider the curriculum vitae of any person for any post.
4. Candidates shall have to produce original documents at the time of interview.
5. Canvassing in any form may lead to cancellation of candidature.
6. No call letter or interview letter will be issued.
7. Result will be published only on the University website / University Notice Board and will be intimated to the selected candidates through email.
8. The appointee will have no claim for the permanent post in future.
9. It will be open to the University to consider, on its own, names of suitable candidates who might not have applied.
10. The University reserves the right to relax any of the qualifications, experience, etc., in deserving cases in respect of any post.
11. 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.
12. Selection will be made purely on the basis of candidates' previous record and performance in the interview.
13. No TA/DA will be paid to the candidates attending the interview.
14. The University reserves the right to make changes, if necessary.

Registrar