

Chanakya National Law University

[NAAC Accredited]

Nyaya Nagar, Mithapur, Patna-800001

Advt. No.- 13/2023-24 (Appt.)

Dated: 16-08-2023

WALK-IN-INTERVIEW

(A) Security Officer

One unreserved post of Security Officer (UR) is required to be filled in on the contractual basis. Eligible Candidate are requested to appear for Walk-in-Interview on **25th August 2023 at 02:00 pm** in the Registrar's Chamber, 1st Floor, Administrative Block, CNLU, Patna.

Date & Time for the **Document Verification: 25th August, 2023** from **01:00 pm – 02:00 pm**.

APPLICATION FOR THE POST OF SECURITY OFFICER

1. Essential Qualifications :

Applicant should be retired not less than the post of Major from the Indian Armed Forces.

2. Desirable Qualifications :

Applicant should have minimum 02 years' experience in the administration of Training institution including Hostel Administration.

3. Monthly Emoluments : Rs. 70,000/- Fixed Monthly Consolidated Emoluments

4. Maximum Age : 62 Years.

5. Nature of Appointment: Contractual

6. Reservation : The Post belongs to Un-reserved Category.

The initial appointment will be for One year which is extendable provided the services are found to be satisfactory.

Job Specification:

1. To administer and control the security operations within University campus.
2. To safeguard the assets of the University.
3. To supervise the job of security personnel posted under him and maintain law and order in the University.
4. To ensure discipline, peace and harmony in the University.
5. To monitor and maintain discipline and Harmony in Halls of Residence of the University.

6. To handle all the issues related to the security in the Hostels and within the University Campus.

General instructions and Essential Information:-

1. The University reserves the right to withdraw 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 one year and may be renewed depending upon the requirement of the University and satisfactory performance of the candidate.
3. **Candidates shall have to produce original documents at the time of appearing for Walk-in-Interview.**
4. Result will be published only on the University website and University Notice Board and will be intimated to the selected candidates through e-mail.
5. The appointee has no claim for the permanent post in future.
6. **After joining the service of the University, the persons will have to abide by the Rules, Regulations, Ordinances, Statutes and Act of the University applicable from time to time. He/ She may be assigned any duty within or outside the University depending upon the exigency of the work.**
7. **This is mandatory that the selected candidate shall have to reside in the campus of the University.**
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 attend the selection process (Walk-in-Interview).**
10. The University reserves the right to make changes, if necessary

(B) Auditor Consultant

The University intends to engage the services of suitable person as **Auditor (Consultant)** on short-term contractual basis. The eligible candidates may directly appear for Walk-in-Interview on **25th August 2023 at 04:00 pm** in the Registrar's Chamber, 1st Floor, Administrative Block, CNLU, Patna.

Date & Time for the **Document Verification: 25th August, 2023** from **03:00 pm – 04:00 pm**.

The minimum eligibility conditions, experience, salary structure etc. are as under:-

1	Designation & No. of the Positions	Auditor (Consultant)
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2	Eligibility	Persons retired as Audit & Accounts Officer from Indian Audit & Accounts Department / Defence Accounts Organisation/ Civil Accounts Organisation. Persons having experience in establishment matters, procurement process, financial matters and public works matters etc. will be preferred.
3	Age	Not exceeding 62 years
4	Place of posting	Accounts Section, CNLU, Mithapur, Patna
5	Period of Engagement	On short-term contractual basis, initially for a period of six months, further extendable on the basis of performance evaluation and requirement of the University.
6	Salary Structure	Consolidated ₹50,000/- (Fifty Thousand) per month.
7	Documents required for Walk-in-Interview	Original and self-attested photo copies of certificates of proof of education, experience, age etc. along with one passport size photograph

General instructions and Essential Information:-

- 1. Documents verification will be done between 3:00 pm to 4:00 pm. The Walk in Interview will start from 4:00 pm onwards.**
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.
3. Candidates shall have to produce original documents at the time of appearing for Walk-in-Interview with self-attested photo copies of certificates of proof of education, experience, age etc. along with one passport size photograph.
4. Result will be published on the University website and University Notice Board and will be intimated to the selected candidates through e-mail.
5. The appointee has no claim for the permanent post in future.
- 6. After joining the service of the University, the persons will have to abide by the Rules, Regulations, Ordinances, Statutes and Act of the University applicable from time to time. He/ She may be assigned any duty within or outside the University depending upon the exigency of the work.**
7. Selection will be made purely on the basis of candidates' previous record, performance in the interview.
- 8. No TA/DA will be paid to attend the selection process (Walk-in- Interview).**

9. The University reserves the right to make changes, if necessary.

Prof. (Dr.) S. P. Singh
Registrar