



Chanakya National Law University

(NAAC ACCREDITED)

Nyaya Nagar, Mithapur, Patna-800001

Advt. No.: 24/2025-26(Appt.)

Date: 01-08-2025

APPLICATION FOR THE POST OF OFFICE ASSISTANT (ACCOUNTS) **AT CNLU, PATNA**

The Chanakya National Law University, Patna invites applications for the following position on contractual basis:

1. Name of the Post : OFFICE ASSISTANT (ACCOUNTS)
2. Number of Posts : 01 (ONE)
3. Nature of Engagement : On Contractual Basis
4. **Essential Qualifications** :
 - i) CA (Inter) / Bachelor of Commerce from a recognised University/Institute.
 - ii) Sound knowledge of Computer with Tally/Financial Software
 - iii) At least 03 years' relevant experience in any Govt. Department/ Public Sector Undertaking/University.
5. Monthly Emoluments : Negotiable for high qualified candidate.
6. Maximum Age : 37 Years.
7. Initial Contract Period : One Year from the date of Joining.

JOB PROFILE:

Fee Collection Related Work, Preparation of Monthly Bank Reconciliation Report, Recording of Day to Day Receipt in Accounting/ERP Software etc.

The last date of duly filled-in online application form is 14th August, 2025. Interested eligible applicants should upload their filled-in scanned application form through the following Google Form Link, latest by 14th August, 2025:

<https://forms.gle/4mFeNGSaGr9ebb1f8>

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 for 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 appearing for 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.
6. The appointee has no claim for the permanent post in future.
7. The appointee will not accept any other part-time job during the course of his employment with the Chanakya National Law University, Patna.
8. The University reserved the right to relax any of the qualifications, experience, etc., in deserving cases in respect of any post.
9. 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 vacancies, and/or to increase/decrease the number of posts and make appointments accordingly.
10. Selection will be made purely on the basis of candidate's previous record, performance in the interview.
11. The date of Interview will be communicated to the shortlisted candidates through their email. All correspondence with applicant will be done through the same email id.
12. No TA/DA will be paid to the candidates attending the interview.
13. The University reserves the right to make changes, if necessary.

Sd/-
Prof. (Dr.) S. P. Singh
Registrar