



Chanakya National Law University

(NAAC ACCREDITED)

Nyaya Nagar, Mithapur, Patna-800001

Advt. No.: 34/2025-26(Appt.)

Date: 25.11.2025

ADVERTISEMENT FOR THE CONTRACTUAL POSITION OF STORE-KEEPER AT CNLU, PATNA

Chanakya National Law University, Patna invites applications on prescribed format for the contractual position of Store-Keeper.

Name of the Post	: Store-Keeper
Number of Posts	: 01 (One)
Maximum Age	: 42 Years.
Nature of Engagement	: On Contractual Basis
Monthly Emoluments	: Negotiable.

Essential Qualifications:

- (i) Degree from a recognized University;
- (ii) Diploma in Material Management from a recognized University;
- (iii) Minimum 03 years' experience in store handling (preferably in University system);
- (iv) Working knowledge of Computer operation.

Interested candidates should upload their filled-in scanned application form in prescribed format with relevant annexures through the following Google Form Link, latest by 06th December, 2025.

<https://forms.gle/xdxvBZM9VbxUL2A1A>

RESPONSIBILITIES

Principal Accountabilities & Responsibilities	- Receiving & inspecting all incoming materials and reconciling with purchase orders; processing and distributing documentation with purchase orders; reporting, documenting and tracking damages and discrepancies on orders received. - Arrange for the storage in appropriate places and ensure safe keeping both as to quality and quantity of materials.
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	• Store materials, supplies, equipment, etc. according to weight, temperature, size, safety precautions or other concerns. Maintains the warehouse, records area and stores area in a neat and orderly manner. • Record the receipt and issue of material in the respective bin card and store ledger to indicate the quantity of stock held by the store every time. • Dispense stock from storeroom by measuring, counting and/or cutting requested amounts requiring knowledge and experience handling the goods or materials; documents for inventory and billing purposes. • Review stock/inventory reports and uses specialized knowledge of goods to estimate needs and order appropriate quantities of standard and special order items, recommends and implements additions or deletions to standard stock items. • Issue materials only in required quantities against authorised requisition notes/material lists. • To check the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues, pilferage, etc. • Counts inventory periodically and reconcile with records and/or inventory tickets; performs annual inventory count and reconciliation; reports to auditors or designated departments; researches and resolves discrepancies. • Advises users/customers regarding stock items or supplies suitable for needs using knowledge of and experience with goods or materials. • Tracks surplus items; prepares lists for items to be sold at auction.
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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 will have no claim for the permanent post in future.

7. The appointee will not accept any other part-time job during the course of his/her employment with the Chanakya National Law University, Patna.
8. The University reserves 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 for attending the interview.
13. The University reserves the right to make changes, if necessary.

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