

RECRUITMENT FOR THE POSITION OF EXECUTIVE ASSISTANT

Nalanda University, an International University established by an Act of Parliament of India, holds the status of an Institution of National Importance. The Nalanda University invites applications for the position of **Executive Assistant** on contract from qualified and experienced candidates who share their vision with the University.

Name of the Post	Executive Assistant
Number of the Posts	02 (01- for Rajgir Office, Bihar & 01 for New Delhi Office)
Pay	Negotiable
Educational & Other Qualifications	Essential Qualifications (i) A Bachelor's Degree from a recognized University / Institute. (ii) Knowledge of computer applications. (iii) Relevant experience in this area. Desirable: 1. Experience as Personal Secretary/Personal Assistant / Stenographer in an autonomous bodies /PSU or reputed private industries. 2. English Stenography/Typing. 3. Proficiency in English & good communication skills.
Responsibilities:	1. Screen incoming emails and phone calls, and manage responses as needed. 2. Handle travel arrangements, reimbursements and other administrative transactions. 3. Draft, edit and proofread letters, notes and reports. 4. Review correspondence and emails, identify required actions and ensure timely follow-up. 5. Serve as the main point of contact for all communication related to the concerned Office. 6. Use sound judgment to manage complex scheduling matters and help streamline calendar. 7. Prepare background notes and supporting documents in advance of meetings and engagements. 8. Maintain databases, records and files for the concerned office. 9. Draft meeting agendas, take minutes and track action points to ensure follow-through.
Closing Date	01.02.2026

HOW TO APPLY:

1. The Applicants must be citizens of India.
2. Interested candidates need to duly fill the required data in the attached **Form** (in Word File).
3. Duly filled application Form (in Word File) along with the scanned copy of the Educational Qualifications and relevant experience etc. (in a PDF File) have to be sent to the University email "[recruitment@nalandauniv.edu.in.](mailto:recruitment@nalandauniv.edu.in)" on or before closing date.
4. The candidate is responsible for the information filled in the application form.
5. Incomplete application Forms shall not be considered for shortlisting and the criteria of shortlisting shall be as per the Institute requirements and norms.
6. No TA/DA will be paid for appearing for the selection process. Any changes of dates etc. also will be communicated either by publishing in the website and thus candidates are requested to visit the website regularly.
7. Mere fulfilment of essential qualifications and specialization requirements does not entitle any candidate for a call to the interview. Short-listing criteria may be set higher than the advertised (if required).
8. The Nalanda University reserves all rights to fill/not fill the advertised post.
9. The interview shall be conducted in Offline / Online mode as applicable. Timings shall be shared after the scrutiny of applications by email only.
10. The decision of the University related to all matters pertaining to the selection shall be final and binding on the applicants. No candidate will have any claim for issue of appointment letter, as a matter of right, even after recommendations by the Selection (Interview) Committee.
11. Selected candidate must be ready to join immediately.
12. Any other rule, as applicable will be followed, although not mentioned above.
13. Intimation about the Shortlisted Candidates for Interview and the selected candidate will be informed via email only and they are expected to join immediately. Applicants are advised to mention their correct and active email ID in the application, as all correspondences will be through email only. Hence, regular checking of the email by the applicant is expected.

**Sd/-
Registrar**