



NAVA NALANDA MAHAVIHARA, NALANDA

Deemed University,
Ministry of Culture, Govt. of India,
Nalanda, Bihar



CIRCULAR

ENGAGEMENT OF STENOGRAPHERS ON CONTRACT BASIS

Nava Nalanda Mahavihara, Nalanda invites applications from willing and eligible retired Government Employees for engagement of 02 (Two) Stenographers on contract basis on consolidated remuneration of **Rs. 20,000/- (Rupees Twenty thousand only) per month**, initially for a period of one year or till the posts are filled up on regular basis, whichever is earlier.

2. No other compensation apart from consolidated fee/remuneration will be admissible, even if a person attends office on holidays and works beyond normal office hours.

3. The details including eligibility criteria, terms of reference etc. are enclosed. Nava Nalanda Mahavihara reserves the right to accept or reject in part or in full of all the responses without assigning any reasons whatsoever. Terms and Conditions of the engagement are mentioned in Annexure-I.

4. The last date for receipt of applications, in the prescribed format is **09.03.2017 upto 06:00 PM**. Applications received after due date/time and without supporting documents will not be considered.

5. Duly filled in application, as per Annexure-II, may be sent to The Registrar, Nava Nalanda Mahavihara, Nalanda, Deemed University, Ministry of Culture, Govt. of India, Nalanda – 803 111 (BIHAR) through **Speed Post/Registered Post/By Hand only** to reach within the stipulated time.

Terms & Conditions

1. Eligibility:

- 1.1 Persons retired from the post of Private Secretary/ Principal Private Secretary/Sr. Principal Private Secretary or equivalent are eligible for the position of Stenographer.
- 1.2. Good knowledge of stenography, typing etc.
- 1.3 Should have communications and interpersonal skills, knowledge of computer applications such as MS Word, MS Excel and Power Point etc.

2. Age Limit:

- 2.1 Should not be more than 62 years of age on the last date for receipt of application.

3. Remuneration:

- 3.1 The monthly consolidated remuneration of Rs. 20,000/- (Rupees Twenty thousand only) will be paid.
- 3.2 In case the contract is extended after satisfactory completion of one year period, 10% increase in remuneration may be given every year.
- 3.3 Shall not be entitled to any allowance such as DA, transport facility, residential accommodation, CGHS, Medical reimbursement etc.

4. Engagement:

- 4.1 The engagement of Stenographers will be purely on contract basis and will not confer any right for regular appointment in the Nava Nalanda Mahavihara, Nalanda.

5. Scope of Work/Job Responsibility:

- a) To deal with the regular communications with the Ministry.
- b) To assist the Vice-Chancellor/Registrar in discharging their day to day responsibilities.
- c) Other Administrative/Financial works as assigned from time to time.

6. Drawal of Pension:

- 6.1 The retired Govt. servant engaged as stenographer shall continue to draw pension and Dearness Relief on pension

during the period of engagement as stenographer on contract.

- 6.2 The engagement as stenographer shall not be considered as a case of re-employment.

7. Leave:

7.1. The Stenographers shall be entitled to avail 8 days of Casual Leave in a calendar year on pro rata basis. Therefore, he shall not draw any remuneration in case of his absence beyond 8 days in a year.

7.2 The un-availed leave in a calendar year can neither be carried forward to next calendar year nor liable to be encashed.

8. Working Hours:

8.1 The Stenographers shall be required to observe the normal office timing of the University (5 days week, from 09:30 AM to 06:00 PM) and may also be called upon to attend the office on Saturday and Sunday or any holiday in case of urgency or to sit late due to exigencies of work.

9. Confidentiality of Data and Documents:

10.1 No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected in the course, without the express written consent of the NNM.

10.2 The Stenographer shall be bound to hand-over the entire set of records of assignment to the NNM before the expiry of the contract, and before the final payment is released by the NNM.

10. Conflict of interest:

11.1 The Stenographer appointed by the NNM, shall in no case represent or give opinion or advice to others in any matter which is in adverse to the interest of the NNM nor will he indulge in any activity outside the terms of employment/contractual assignment.

11.2 The Stenographers shall not claim any benefit/ compensation / absorption/ regularization of service with Nava Nalanda Mahavihara, Nalanda.

11. Termination of Agreement:

12.1 The NNM may terminate the contract to which these terms apply if:

- 1) The Stenographer is unable to attend the assigned work.
- 2) Quality of the assigned work is not upto the satisfaction of the authority.
- 3) The Stenographer is found lacking in honesty or integrity.
- 4) The NNM, however, reserves the right to terminate the contract at any time without giving any notice and also without assigning any reason thereof.