

NATIONAL LAW UNIVERSITY DELHI

Sector-14, Dwarka, New Delhi-110078

The National Law University, Delhi established by Act No. 1 of 2008 of NCT of Delhi is premier Law University in the capital city of India. The University intends to fill up the following non-teaching posts by appointment on contract basis for a period of one year:

Sr. No	Name of the Post	No. of Posts	Qualifications	Consolidated Salary
1	Assistant Registrar	1	<ol style="list-style-type: none">1. Master's Degree with at least 55% marks or equivalent grade of 'B' in UGC seven-scale point2. At least Three years of experience as Section Officer in the University administration/finance and accounts/purchase procedures/examination and evaluation/estate management, store keeping, guest house management, Hostel management etc. preferably in govt. sector. <p>Desirable: Proficiency in English and knowledge of Computer.</p>	Rs.50000/-
2	Senior Assistant	<u>1</u>	<p><u>(Age upto 35 years)</u></p> <ol style="list-style-type: none">1. Bachelor's Degree from a recognized university.2. Five years experience of drafting, noting, correspondence in, preferably in govt. sector <p>Desirable: Proficiency in English and knowledge of Computer.</p>	Rs.32000
3	Assistant	<u>1</u>	<p><u>(Age upto 32 years)</u></p> <ol style="list-style-type: none">1. Bachelor's Degree from a recognized University.2. Typing speed of 40 w.p.m. in English or 35 w.p.m. in Hindi on computer3. Three years working experience in office, preferably in govt. sector. <p>Desirable: Proficiency in English.</p>	Rs.25000

4	Stenographer	<u>1</u>	<p>(Age upto 32 years)</p> <ol style="list-style-type: none"> 1. Bachelor's Degree from a recognized university 2. Short-hand speed of 80 w.p.m. 3. Typing speed of 40 w.p.m. in English or 35 w.p.m. in Hindi on Computer 4. Three years experience in stenography in any academic institution <p>Desirable: Proficiency in English.</p>	Rs.25000
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Note: The superannuated persons are also invited to apply for the position of Assistant Registrar. In their cases, the consolidated salary will be fixed keeping in view the salary fixed by the University in case of other superannuated persons engaged by the University on similar positions.

The interested candidates should appear for walk in interview on 18th August, 2015 at 3.00 P.M. in the Meeting Hall, Academic Block, National Law University Delhi, Sector-14, Dwarka, New Delhi along with resume and original documents of educational qualifications & experience. The candidates should also bring one set of self attested photocopies of all the documents.

REGISTRAR