

## NATIONAL LAW UNIVERSITY, DELHI

SECTOR-14, DWARKA, NEW DELHI-110078

### CALL FOR APPLICATIONS – Secretarial Assistant and Data Entry Operator Position

National Law University, Delhi ('University') is seeking to engage, on a contractual basis, one full-time Secretarial Assistant and Data Operator for CHAIR on INTELLECTUAL PROPERTY RIGHTS (IPR CHAIR), at its campus in Dwarka, New Delhi. The position is for an initial period of three months, which can be extended to one year based on satisfactory performance. The contract may be further extended annually depending on the performance of the candidate and the needs of the IPR Chair.

About the IPR CHAIR: The Chair on IPR is instituted by the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India with the vision to "facilitate intellectual property education and research". The Chair on IPR was instituted by the DPIIT at NLU in October 2018. The overall objectives of the IPR Chair are laid out in the [Scheme for Pedagogy and Research in IPRs for Holistic Education and Academia \(SPRIHA\)](#).

Role and Responsibilities of the Secretarial Assistant cum Data Entry Operator: The selected candidate is expected to provide support to IPR Chair in conducting its activities. As part of the assigned work, the candidate is expected to comply with internal and administrative requirements and maintain records of the IPR Chair, organise events and assist the IPR chair in secretarial capacity. Good oral and written communication skills are necessary for the position.

Qualifications: Candidates holding graduate degree or above may apply.

Compensation: Salary will be Rupees 22,500/- per month. No other perks or remuneration is allowed.

Application Process: Interested candidates may submit their application with the following relevant documents to: **[ipr.chair@nludelhi.ac.in](mailto:ipr.chair@nludelhi.ac.in)**

- Detailed CV
- A Statement of Purpose (SoP), explaining your interest in working with the IPR Chair (Max. 500 words).
- Contact details of two referees to be mentioned in the covering letter.
- The covering letter must mention the following in the subject title: (Application for Position of Secretarial Assistant/DEO - IPR Chair).

**Deadline:** Applications must reach us no later than **31<sup>st</sup> December 2020**.

**Notes:** National Law University, Delhi is an equal opportunity workplace. The University reserves the right to conduct interviews to fill this position after an internal screening process. The position should not be considered as a permanent appointment with the university in any way. The interviews will be conducted online and the successful candidate is expected to join latest by January 15, 2021.