



**NATIONAL LAW UNIVERSITY, DELHI**

**CENTRE ON THE DEATH PENALTY**

**COURT CLERK CUM OFFICE ASSISTANT - CALL FOR APPLICATIONS**

*2<sup>nd</sup> March 2016*

**Position:** The National Law University, Delhi ('University') is seeking to engage, on a contractual basis, **one Court Clerk cum Office Assistant** for the Centre on the Death Penalty at its campus in Dwarka, New Delhi. The contract will be for one year initially and can be extended by another year at the discretion of the University. The position is primarily based in Delhi.

**About the Centre on the Death Penalty:** The Centre was set up in August 2014 and undertakes litigation, research and outreach relating to the death penalty. The Centre was formed following the Death Penalty Research Project ('the Project') undertaken by the University since July 2013 in collaboration with the National Legal Services Authority (for more details, visit [www.deathpenaltyindia.com](http://www.deathpenaltyindia.com)). The Centre provides pro bono legal assistance to several prisoners sentenced to death across the country.

Currently, the Centre has seven (7) full-time Research Associates in litigation and research roles in addition to the Director of the Centre and an Office Administrator.

**Responsibilities:**

- A. Search daily cause-lists and maintain court diary.
- B. Preparing and maintaining case files.
- C. Provide general organizational and administrative assistance on and off campus.
- D. Assist in office administration activities.
- E. Filing, photocopying and digitizing documents.
- F. Collect case records from lawyers, court record rooms, prisoners' families etc.
- G. Travelling to the University campus and/or courts daily.
- H. Doing day to day tasks required in a litigation practise and work with University officials.
- I. Any other work that may be necessary to further the aims of the Centre.

**Qualifications:**

- A. At least 1 year experience as a Court Clerk, preferably in the Supreme Court
- B. Familiarity with Court processes and administrative procedures
- C. Working knowledge of Hindi and English
- D. Willingness to work for late hours for urgent matters



**Compensation:** Salary will be commensurate with qualifications and experience and will be within the range of Rs. 15,000-Rs.20,000 per month.

**Application Process:** Interested persons may send their resumé by:

**Email:**

Please send your resumé to the Registrar ([registrarnlud@nludelhi.ac.in](mailto:registrarnlud@nludelhi.ac.in)) with a copy marked to [deathpenalty@nludelhi.ac.in](mailto:deathpenalty@nludelhi.ac.in). The subject of the e-mail should be “**Centre on the Death Penalty- Application for Court Clerk cum Office Assistant**”. The cover letter must state (Attn: Director, Centre on the Death Penalty.)

OR

**Post/Courier:**

The postal address is “Registrar, National Law University, Delhi, Sector 14, Dwarka, New Delhi-110 078”. The envelope must have super scribed on it, “**Centre on the Death Penalty- Application for Court Clerk cum Office Assistant**” and addressed to the Registrar, National Law University, Delhi. The cover letter must state (Attn: Director, Centre on the Death Penalty.)

The University reserves the right to conduct interviews and not fill this position. The University will be unable to cover the costs for attending the interview.

**Deadline:** Applications must reach us no later than 23<sup>rd</sup> March 2016.

Interviews for shortlisted candidates may be conducted in the first week of April 2016

**Note:**

1. The Centre works on behalf of all prisoners sentenced to death, regardless of the offence involved.
2. The positions in this call are supported by a grant from the European Union.
3. National Law University, Delhi is an equal opportunity employer.