



CALL FOR APPLICATIONS

The National Law University Delhi invites applications from suitable candidates for its Administration Division for the following positions **purely on temporary/contractual basis** against the vacancies resulting from deputation for a period of 1 year extendable on basis of performance.

Section Officer (No of Vacancies – One)

- **Qualifications**

1. Age upto 37 years
2. Bachelor's Degree from a recognized University
3. Five years' experience in the GP of Rs.4200 in any reputed University/Examining Body
4. Working experience in computer
5. MBA/CA/LLB

- **Desirable**

- Excellent working knowledge of office rules and procedures.
- Excellent working knowledge of computer and MS Office packages
- Excellent written and oral communication skills in English Language

- **Work Experience**

- Minimum work experience of 3 years in reputed institution handling office administration, filing, inter-departmental coordination, liaisoning etc.

Private Secretary (No of Vacancies – One)

- **Qualifications**

- Age upto 37 years
- Bachelor's Degree from a recognized University
- Short-hand speed of 120 w.p.m.
- Typing speed of 50 w.p.m. in English or 40 w.p.m. in Hindi on Computer
- Five years' experience in Stenography in any Academic Institution

- **Desirable**

- Excellent working knowledge of office rules and procedures.
- Excellent working knowledge of computer and MS Office packages
- Excellent written and oral communication skills in English Language

- **Work Responsibilities**
 - Email Management
 - Official and Personal File Management
 - Travel Management
 - Document Management and Retrieval
 - Coordination and Liaisoning
 - Any other work as delegated by the authority

The above-mentioned posts will carry a consolidated salary of Rs. 55,000/- (Rupees Fifty-Five Thousand only) and will attract income tax provisions as per government rules.

The university reserves the right NOT to fill the above-mentioned posts without assigning any reasons.

The university may not be in a position to reply to all the candidates and only the shortlisted candidates will be contacted.

The interested candidates may send their detailed CV to opportunities@nludelhi.ac.in latest by 6 June 2020.

The Prescribed minimum qualifications are as per the Regulations of the National Law University Delhi (Approved by Executive Council vide item No.3.3. of its meeting held on 22.03.2014. (As these positions are on consolidated payment and not on full scale; the qualifications may be reasonably relaxed with the approval of the competent authority)

(REGISTRAR)