



NATIONAL LAW UNIVERSITY DELHI

Sector 14, Dwarka, New Delhi – 110078

Dated 22.05.2025

Inviting application for engagement of Consultant (Administration) on Contract basis

National Law University Delhi (NLU Delhi) invites application from retired/due to retire on or before 20.06.2025 government servants from Central/State/Autonomous Bodies/Universities for engagement as Consultant (Administration) purely on contract basis.

The details are as under:-

1.	Name of the Post	Consultant (Administration)
2.	Numbers of Post	01
3.	Period of Engagement	Initially for a period of 1 Year
5.	Job location	National Law University Delhi
6.	Age Limit	Maximum 64 Years as on 01.08.2025
7.	Educational Qualification	A Graduate in any discipline
8.	Experience Required	Retd, Officials from Central/State/Autonomous Bodies/Universities from the Post of (Under Secretary/Assistant Registrar/Section Officer or Equivalent) having good experience of administrative, establishment, accounts and building projects etc with knowledge of FRSR,GFR etc. Preference will be given to the candidates having experience in University administration.
9.	Remuneration	Rs.60,000/- per month (fixed monthly remuneration)
10.	Engagement	The engagement of consultant will be purely on contract basis and will not confer any right for regular employment. Engagement of Consultant can be terminated by the University without assigning any reason thereof. However, the Consultant will have to give a 30 days advance notice or termination in lieu thereof before resigning from the engagement
11.	Working Hours	The Consultant shall be required to observe the normal office timings from 9.00 AM to 5.00 PM (Monday to Saturday) and may also be called upon to the office on Sunday or any other holiday in case of exigencies of work. He/She will be required to make his service be available on Holiday/weekend as and when called upon to do so in exigencies for which no additional remuneration shall be paid.
12.	Method of Selection	After screening of the application, the shortlisted candidate shall be called for the interview. A selection Committee shall make the final decision on the basis of experience and performance of the candidate in the interview.
13.	Status of employment	Purely Contractual

14.	Job responsibilities	<ul style="list-style-type: none"> • All administrative matters of the Officers and staff of the Institute viz. application for FR&SR, Conduct Rules, etc., promotion (including CAS,DPC & MACP proposals). • Application of GFRs, Budget, Procurement, • Parliament matters • Handling of Court matters/Legal/Vigilance/RTI etc. • Any other work as assigned by the University.
15.	Terms and Condition	<ul style="list-style-type: none"> • Only retired government servants with qualification as detailed above shall be considered eligible • He/She shall not be entitled to any other allowance like HRA/CCA, accommodation, telephone, etc. • Incumbent, shall have no right to get absorbed/regularized. • The engagement person shall not indulge or disclose to any person the information, which is confidential in nature. A non-disclosure agreement shall be signed by the Consultant. • The engagement can be discontinued at any time by the University without assigning any reason. • The Consultant Shall in no case represent or give any opinion or advise to others in any matter which is adverse to the interest pf the University nor will he/she indulge in any activity outside the terms of the contractual assignment.

Last date for submission: 23:59 Hrs/11.59 PM on 20th June, 2025.

General Instructions

1. The application must be submitted through the online form specified in this advertisement. Physical/ email applications will not be considered. ([Link for Application](#))
2. The applicants will be shortlisted based on an assessment of their application materials submitted through the online form, and only shortlisted applicants will be interviewed. Only those applicants selected for the interview will be contacted
3. Selection against the above vacancy shall not confer on the appointee any right of permanent appointment / regularization.
4. Engagement of Consultant can be terminated by the University at any time without assigning any reason thereof. However, the Consultant will have to give a 30 days advance notice or remuneration in lieu thereof before resigning from the engagement.
5. The University reserves the right to evolve a uniform and reasonable criterion to shortlist the eligible candidates for interview, if needed.
6. Incomplete applications or applications received after the due date will be rejected
7. Canvassing, in any form or on behalf of the candidate will be a disqualification.
8. The number of posts may vary and the University reserves the right to increase or decrease the number of posts and may or may not fill any post.