

NATIONAL LAW UNIVERSITY DELHI

Sector 14, Dwarka, New Delhi - 110078

Call for Applications

Ref: NLUD/Admin/2025

30.09.2025

Background:

National Law University Delhi (NLU Delhi) established in the year 2008 with the initiative of High Court of Delhi and the Govt. of NCT of Delhi is a premier Law University in the country. Dynamic in vision and robust in commitment, the University in a very short span of time has shown exemplary promise to become a world class institution. NLU Delhi has been consecutively ranked number two in the NIRF rankings of Law Universities in the country for the last eight years. The University is offering the five-year integrated B.A. LL.B. (Hons.) programme, LL.M. (Regular), Joint Masters/LL.M. in IP Law and Management Programme, Post Graduate in Insolvency Program (PGIP), Ph.D. and various other diploma programmes.

The University has made tremendous contributions in public discourse on law through pedagogy and research. Over the last decade the university has established many specialised research centres and this includes the Centre for Communication Governance, Centre for Innovation, Intellectual Property and Competition, Centre for Corporate Law and Governance, Centre for Criminology and Victimology, and Project 39A. Through its faculty, the University has made submissions, recommendations, and worked in advisory/consultant capacities with government entities, universities in India and abroad, think tanks, private sector organisations, and international organisations. As a leading institution of higher learning in India, the University is also keen to create interdisciplinary approaches as part of its commitment towards high quality education and research.

To sustain this commitment, the University invites applications from exceptionally well-qualified individuals for filling up of various vacancies purely on contractual basis:-

The details are as under:-

1. Manager (Planning and Strategies)

(a) Number of Vacancy- One

(b) Remuneration*- Rs 1,00,000/-

(c) Essential Qualification required

(i) Master degree or equivalent in Management, Law, Economics, Public Policy or any other related subject required.

(ii) Minimum of 05 years of professional work experience in relevant field is required.

(d) Key responsibility/ Job description

- Provide leadership and support the University's strategic and institutional policy and planning processes and activities;
- Oversee the University's planning processes, including annual operational planning, resource projection, and long-term strategic planning;
- Coordinate institutional planning activities, reporting and analysing University performance, and conduct institutional studies, surveys and research as needed;
- Work closely with senior authorities and stakeholders to guide the University's policy and planning programs in support of long-range development and strategic initiatives and evaluate institutional effectiveness;
- Work closely with the Vice Chancellor in liaising with Govt. of Delhi NCT and other stakeholders so that they continue to provide strong support to the University;
- Oversee sound coaching and mentoring to subordinates and University staff in relation to policy and planning processes and activities.

Contd...2/-

- Analyses the Department's needs and articulates them to the University Executive.
- Provides timely and appropriate advice on all matters of the Department to the Registrar and the Vice Chancellor.
- Leads the development and direct the implementation of strategies and plans for the Department to enable the effective development and delivery of plans.
- Develops, implements, reviews & reports on yearly Vision Plans of the Department that aligns to the University's vision.
- Prepares submissions for additional funding and manages expenditure within University guidelines.
- Any other work assigned by the University.

2. Associate (Video Production/Content development)

(a) Number of Vacancy- One

(b) Remuneration*- Rs 60,000/- [higher remuneration will be considered for deserving candidates]

(c) Essential Qualification required

- (i) Bachelor's degree in Film, Media, Communication, or a related field (or equivalent experience).
- (ii) At least 2 years of professional experience in video production/content development.
- (ii) Proven track record in assisting with film shoots and editing projects.
- (iii) Prior experience in an academic or training environment is a plus.

(d) Key responsibility/ Job description

- Work with the University and faculty members to meet day-to-day for writing content/video editing/designing and other related works .
- should be also proficient in graphic, video editing, animations, visual content and content development to create in-house communication products like notices, posters, advertisements, social media content, newsletters, press releases, brochures, reports, proposals etc.
- Should be proficient in utilising AI tools, video creation and content editing.
- Shall be competent in organizing the Podcast.
- Assist faculty and students in executing short films and video projects, from planning to final delivery.
- Support on-set activities, including equipment handling, scheduling, and coordination.
- Help manage and maintain production equipment, ensure availability and functionality.
- Should be able to provide technical guidance on camera operations, lighting, and sound setup.
- Offer **video editing support** using industry-standard software (e.g., Adobe Premiere Pro, Final Cut Pro, DaVinci Resolve etc.).
- Guide students in basic editing techniques, media management, and storytelling through visuals.
- Troubleshoot technical issues during production and post-production.
- Ensure productions follow timelines and maintain quality standards.
- Collaborate with faculty to design practical learning experiences for students.
- Any other work assigned by the University.

3. Associate (Admin)

(a) Number of Vacancy- Three (One each in HR, Finance and General Administration)

(b) Remuneration*- Rs. 60,000/-

(c) Essential Qualification required

- (i) Graduate degree in any discipline with a minimum of 55% aggregate marks.
- (ii) Minimum of 3 years of relevant work experience in administration, support to the management, and/or project coordination roles in government or academic institutions preferably in University/Higher Education Institutes.
- (iii) Advanced knowledge of the Office suite, including Word, Excel and Power Point.

(d) Key responsibility/ Job description

- Assist in the continual development of HR programs, such as recruitment, staffing, promotion, pension matters etc.
- Maintenance of Section Diary, File Register, File Movement Register, Indexing and Recording, typing, comparing, dispatch, preparation of arrears and other statements, supervision of correction of reference books and submission of routine and drafts.
- Ensuring proper maintenance of registers required to be maintained in the section;
- Ensuring proper maintenance of reference books, Office Orders etc. and keep them up-to-date.
- Maintain an updated digital and offline record (files) of project activities including progress reports, contract renewals and expenditure status.
- Handling of Court matters/Legal/Vigilance/RTI etc.
- Assist in the preparation of financial statements, budgets, and forecasts, ensuring accuracy and compliance.
- Ensure proper maintenance of the ledger, cash account book, journals entries and account reconciliation.
- Preparation of salary and deduction of applicable taxes and contributions (like PF, TDS, professional tax etc.).
- Assist the administration in coordination and conduct of various events, sessions, moot courts, and other university activities etc.
- Assist the administration in the delivery of academic programmes like admission, examinations related works, hostel related works etc.
- Other duties and responsibilities as assigned by the University.

4. Associate (Legal)

(a) Number of Vacancy- One

(b) Remuneration*- Rs 60,000/-

(c) Essential Qualification required

- (i) Bachelor's Degree in Law (LLB) from a recognized University.
- (ii) Must be registered with the Bar Council of India and possess a valid license to practice law.
- (iii) Minimum 3 years of post qualification experience is required.

(d) Desirable qualification

- (i) Master of Laws (LLM) or equivalent degree/diploma in the area are preferred.
- (ii) Preference will be given to candidates with interest and background in handling service, administrative, arbitration, matter etc. of the educational institutions/Universities.

(e) Key responsibility/ Job description

- Providing legal advice on all legal matters pertaining to Administration Division.
- Liaising with lawyers and arbitrators, and assisting in preparation of legal replies in court matters.
- Monitoring all ongoing Court cases and maintaining status report.
- Analyzing legal issues and recommending course of action.
- Legal vetting of documents and examination of cases.
- Draft contracts, MoU, GLA, GIA, and other agreements and ensure that they comply with all statutory or legal requirements.
- Excellent skills in legal drafting, research and presentation is required.
- Any other tasks assigned by the University.

5. Associate (Data Repository Management)

(a) Number of Vacancy- One

(b) Remuneration*- Rs 60,000/-

(c) Essential Qualification required

- (i) Degree in Computer Science/Management/Technology from a recognized University.
- (ii) Minimum One year experience in the relevant field in a reputed Institute/Organisation.

(d) Key responsibility/ Job description

- Develop and refine University-specific guidelines on good research data practices, ensuring that Research Data Management (RDM) is integrated with existing research information management and publications systems.
- Develop and refine the current institutional repository to cater for future research demands and evolving standards, and perform occasional administration and maintenance tasks.
- Offer an Research Data Management (RDM) advisory service to researchers on good practices in research data management including providing advice on data citation, analysis and mining, licensing, copyright and IPR issues relating to RDM and assisting with the writing of data management plans and reports
- Ensuring proper metadata standards, interoperability and integration of data.
- Formulating guidelines for submission, access, copyright and preservation of digital resources.
- Coordinating, collection and uploading of various details, publication and other institutional records.
- Prepare annual reports on repository usage, growth and compliance for submission to the university.
- Monitor developments in data standards and best practice.
- Develop advice on version control and tracking, formats, secure storage and access, and on receipt, processing and cataloguing requirements for datasets and other digital assets.
- Maintain close engagement with related scholarly communications issues including copyright and open access.
- Other duties and responsibilities as assigned by the University.

6. Associate (ODL)

(f) Number of Vacancy- One

(g) Remuneration*- Rs 60,000/-

(h) Essential Qualification required

- (iv) Bachelor's Degree in Law (LLB) from a recognized University.
- (v) Must be registered with the Bar Council of India and possess a valid license to practice law.
- (vi) Minimum 3 years of post qualification experience is required.

(i) Desirable qualification

- (iii) Master of Laws (LLM) or equivalent degree/diploma in the area are preferred.
- (iv) Preference will be given to candidates with interest and background in handling service, administrative, arbitration, matter etc. of the educational institutions/Universities.

(j) Key responsibility/ Job description

- Drafting of Documents
- Coordination with Departments
- Fluent with English
- Competent with Legal Adjectives
- Knowledge of UGC Rules & Regulation and Rules of Online Distance Learning.

Nature of Appointment: Contractual for a period of one year and further extendable subject to satisfactory performance.

Important Note:

- The application must be submitted through the online form specified in this advertisement. Physical/ email applications will not be considered. **([Link for Application](#))**
- Candidates will be shortlisted based on an assessment of their application documents submitted through the online form, and only shortlisted candidates will be called for further selection process.
- Only those candidates selected for the interview will be contacted. If you do not hear from the University within 4 weeks after the deadline, please assume that your application has been unsuccessful.
- The eligibility criteria listed here do not guarantee an interview or a final offer.
- NLU Delhi reserves the right not to fill the positions advertised here.
- NLU Delhi is an equal opportunity employer.
- No interim queries will be entertained.

*** The candidates with higher qualifications may be considered for higher remuneration than the minimum prescribed.**

Please access the application form here. Last date for submission: 23:59 Hrs/11.59 PM on 22nd October, 2025.

REGISTRAR