

NATIONAL LAW UNIVERSITY DELHI
Sector-14, Dwarka, New Delhi – 110078

WALK-IN INTERVIEW

14th January, 2026

Position: Associate (Data Repository Management) Contractual Basis

National Law University Delhi (NLUD) invites applications from talented and creative professionals for the position of **Associate (Data Repository Management)** to support the University's initiatives. The **Walk-in Interview will be held on 20th January, 2026 at 11 AM in the Meeting Room, Academic Block**, National Law University Delhi, Dwarka.

Nature of Appointment

The appointment shall be purely on a contractual basis initially for a period of one year, extendable further based on performance and output.

Roles & Responsibilities

The selected candidate shall be responsible for:

- 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 a 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.

Essential Qualification

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

Remuneration

- Consolidated remuneration ranging between **60,000/- per month (fixed)**
- Higher remuneration may be considered based on **experience, competence, and performance**

Documents Required at the Time of Interview:

- Duly filled application form (if prescribed)
- Updated Curriculum Vitae
- Original certificates and **self-attested copies** of educational qualifications and experience
- Proof of age
- Valid photo identity proof
- Two recent passport-size photographs

Desirable Traits

- Detail-oriented and quality-conscious
- Reliable in meeting delivery timelines
- Strong organisational and file-management skills
- Ability to work effectively in a collaborative academic environment

General Instructions:

- The engagement shall be **purely contractual** and shall not confer any right for regular appointment in the University.
- No TA/DA shall be paid for attending the Walk-in Interview.
- The University reserves the right to cancel or modify the advertisement without assigning any reason.
- Candidates reporting after the scheduled time may not be allowed to appear for the interview.

Important Note

- Mere appearance in the walk-in interview does not guarantee selection.
- The University reserves the right to accept or reject any application without assigning any reason.