

CALL FOR APPLICATIONS

FOR THE POST OF ACCOUNTANT CRIMONOLOGY AND VICTIMOLOGY (VAP), NLU DELHI ON CONTRACT BASIS

The CCV Centre at NLU Delhi invites applications from eligible candidates for engagement to the Post of Accountant purely on Contractual basis for a period of One (01) Year at its campus in Dwarka, New Delhi. The details are mentioned as below:

S. No.	Name of the Post	No. of Positions	Eligibility, Selection Criteria & Remuneration	Application Form Link
1	Accountant CCV (VAP)	01	Annexure 'A'	Click here

Minimum Qualifications

- Bachelor's degree in commerce (B.Com) or equivalent degree from a recognized university/institution with at least 55% marks or equivalent grade.
- Proficiency in accounting software such as Tally ERP/Tally prime or equivalent
- Proficiency in MS Office (Word, Excel, Powerpoint)
- Proficiency in Internet and email operations
- The candidate should have knowledge of:

- * general accounting and bookkeeping
- * preparation of bills, vouchers, cash book and ledger maintenance
- * bank reconciliation and accounting procedures
- * office file management and official correspondence

Essential Experience

1. Minimum one (01) year experience in accounts/finance/administrative work in chartered accountant firms/company.

Desirable experience

Preference shall be given to candidates having experience in:

1. TDS/GST related work
2. Payroll processing
3. Handling office records and documentation
4. Drafting and communication skills in English

Age Limit

Preferably not exceeding 50 years as on the closing date of application.

Selection Process:

- Application with relevant enclosures
- Practical test in Tally/Ms Excel/Computer Applications
- Interview

Nature of duties

The selected candidate shall assist in:

- maintenance of accounts and financial records
- preparation of financial documents as required by the funder/research collaborator
- preparation and processing of bills, payments and vouchers
- fee collection and reconciliation work
- office administration, file movement and record keeping
- drafting letters, notices and office correspondence
- data entry and handling ERP/accounting software
- any other work assigned by the competent authority from time to time

Remuneration

The remuneration shall be in the range of INR 40,000/- to INR 45,000/- per month. TDS @10% shall be deducted from the monthly remuneration as applicable under law.

How to Apply

Interested candidates may submit their application along with updated cv/resume and self-attested copies of relevant certificates/documents. **Incomplete applications will not be considered.**

The Competent Authority reserves the right to withdraw, modify or cancel the recruitment process at any stage without assigning any reason.

Please direct any queries to opportunities@nludelhi.ac.in

The updates, if any, shall be published on the University Website only (www.nludelhi.ac.in).

Interested candidates should apply only online up to **20th June, 2026**.

Please access the [application form here](#). Last date for submission: 5:00 p.m. on **20th June, 2026**.

sd/-
REGISTRAR

Date: 04.06.2026

Place : New Delhi