



NATIONAL LAW UNIVERSITY DELHI

(A University of Law Established by Act No. 1 of 2008)

Sector 14, Dwarka, New Delhi – 110078

Advt. No. NLUD/Admin./2026/ 2581

July 29, 2026

CALL FOR APPLICATIONS

The National Law University Delhi (“University”) invites expressions of interest for contractual administrative and secretarial positions to support its intellectual property law and management-related academic and institutional initiatives.

The University seeks to engage one Associate (Admin.), Secretarial Assistant for a period of one year on a contractual basis. The positions are proposed to support, as may be required, activities connected with the Joint Masters/LL.M. in Intellectual Property Law and Management Programme and the DPIIT IPR Chair established by the Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry, Government of India.

BACKGROUND INFORMATION:

The Joint Masters/LL.M. in Intellectual Property Law and Management Programme is jointly offered by National Law University Delhi (NLUD), the World Intellectual Property Organization (WIPO), and the Office of the Controller General of Patents, Designs and Trade Marks (CGPDTM – Indian IP Office). The Programme blends expertise in intellectual property law with contemporary management principles.

The Chair on IPR is instituted by the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India with the vision to “facilitate intellectual property education and research”. The Chair on IPR was instituted by the DPIIT at NLUD in October 2018. The overall objectives of the IPR Chair are laid out in the [Scheme for Pedagogy and Research in IPRs for Holistic Education and Academia \(SPRIHA\)](#).

POSITION DETAILS

QUALIFICATIONS & REMUNERATIONS:

No. of Positions	Qualifications
One (1) Associate (Admin)* * This vacancy is in continuation of the post advertised earlier in February 2026. Accordingly, the applications received in response to the earlier advertisement shall also be	Graduate degree in any discipline with a minimum of 55% aggregate marks. Relevant experience of minimum 2 years in administration, management support, and/or project coordination roles in government or academic institutions, preferably in universities/higher education institutions; advanced knowledge of MS Office, including Word, Excel, and PowerPoint. It is desirable that the candidate had experience with accounting

considered.	software such as Tally ERP/Tally Prime or equivalent, TDS/GST related work.
One (1) Secretarial Assistant	Graduate degree in any discipline with a minimum of 55% aggregate marks. Relevant experience of minimum 2 years in administration, management support, and/or project coordination roles in government or academic institutions, preferably in universities/higher education institutions; advanced knowledge of MS Office, including Word, Excel, and PowerPoint. It is desirable that the candidate had experience with accounting software such as Tally ERP/Tally Prime or equivalent, TDS/GST related work.

IMPORTANT INFORMATION:

- i) The selected candidates will receive monthly Remuneration as per the applicable norms. TDS @10% will be deducted.
- ii) The appointment shall be for an initial period of one year, with the possibility of extension based on satisfactory performance, requirement of the University, and availability of funds under the respective programme/chair/project.
- iii) The engagement shall be purely contractual and temporary in nature and shall not confer any right to regular appointment or absorption in the University.
- iv) No additional benefits/perks shall be provided.

JOB PROFILE:

The selected candidate(s) shall be required to provide administrative, secretarial, coordination, documentation, and related support for the programme/chair/project to which they may be assigned by the University. The responsibilities may include the following:

1. Assisting in day-to-day administrative and secretarial work relating to the relevant programme, chair, project, centre, or University activity.
2. Maintaining physical and digital records, files, registers, correspondence, reports, contract-related documents, expenditure records, and other official documents.
3. Preparing and processing drafts, notes, statements, minutes, reports, communications, and routine correspondence.
4. Assisting in the coordination and conduct of meetings, events, academic sessions, training programmes, workshops, conferences, outreach activities, moot courts, and other institutional activities.
5. Providing support in programme administration, including admissions, examinations, student coordination, and other academic administration, as may be required.

6. Assisting with HR, finance, accounts, legal, vigilance, RTI, compliance, and other administrative matters, wherever applicable and as assigned.
7. Maintaining section diary, file register, file movement register, indexing and recording systems, dispatch records, office orders, reference books, and other administrative records.
8. Performing any other duties and responsibilities assigned by the University, Centre, Chair, Programme Director, or any other competent authority from time to time.

IMPORTANT GUIDELINES:

1. 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.
2. 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.
3. Candidates must ensure that they fulfil all eligibility conditions as on the last date for receipt of applications. Eligibility will be determined based on qualifications and information submitted up to that date only. No additional documents will be considered thereafter.
4. If at any stage—before or after selection—it is found that a candidate does not meet eligibility criteria, has provided false/incorrect information, concealed facts, or submitted fake documents, their candidature/appointment will be cancelled and may lead to legal action.
5. Mere possession of the prescribed qualifications does not entitle a candidate to be called for an interview. Candidates will be shortlisted based on scrutiny of applications and other criteria decided by the University. The University's decision regarding eligibility, shortlisting, and selection shall be final and binding, and no correspondence will be entertained.
6. Applications that are incomplete, received after the last date, or not supported with the prescribed application fee and required self-attested documents/testimonials will be rejected.
7. Candidates currently in employment must submit their application through the proper channel.
8. The University reserves the right to: (i) Accept or reject any application; (ii) Withdraw the advertisement; (iii) Modify the selection process, or (iv) Withhold the post at any stage without assigning any reason.
9. Canvassing in any form will lead to disqualification.
10. The appointment:
 - Will be purely temporary and will not confer any right to regularization,
 - Will not carry benefits applicable to regular faculty,
 - Will be subject to verification of antecedents,

- May be terminated at any time due to misconduct, unsatisfactory performance, or subsequent ineligibility.
11. The selected candidate must demonstrate advanced skills, relevant experience, research contributions, and measurable impact appropriate for a high-standard national-level higher education institution.
 12. No TA/DA will be paid for attending the interview or interaction.
 13. The rules and regulations of National Law University Delhi shall be applicable to the selected candidate.
 14. For any queries, please contact: 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 August 16, 2026. The candidates are required to pay a non-refundable application fee of Rs. 500/- (Rupees Five Thousand Only) online. SC/ST and PwD category candidates are exempted from application fee.

Please access the [application form](#) here. Last date for submission: August 16, 2026 – **11:59 PM**

Sd/-
REGISTRAR

Date: July 29, 2026

Place: New Delhi