

Advertisement for the post of Consultant (Placement & Career Development) at NLU Delhi

National Law University Delhi invites applications for the position of Consultant (Placement & Career Development) to manage the Office of Career Services and Providing training, Mentorship Services and Career / Placement Services to NLU Delhi students. The position is contractual in nature for a prefixed period of 1 year. Period of contract can be extended based upon requirement of the institution.

No of Post	Designation	Qualification and Experience	Consolidated Pay
1	Consultant (Placement & Career Development)	Qualification: - Postgraduate degree in Law, Social Sciences or MBA (HR) with a minimum of 55% marks. Experience: - Minimum 10 years of relevant experience in the field of training, mentorship, career development and placement services. - Experience of working with NLU/Law Schools, with a proven track record in providing training, mentorship and career/placement services to students, particularly in reputed NLU/Law Schools.	As per market standards; no bar for a deserving candidate

The selected candidate shall provide comprehensive training and mentorship services, active career services, recruiter outreach, recruitment drive coordination, Day Zero facilitation, and Recruitment Policy advisory services for the students of National Law University Delhi (NLU Delhi), including students enrolled in the following programmes:

- 5-Year LL.B. Programme;
- LL.M. (PG) Programme;
- PGIP – M.A./LL.M. (Insolvency and Restructuring);
- WIPO–NLU Delhi Joint Master’s Programme in Intellectual Property Law and Management; and
- Such other academic programmes as may be introduced/offered by NLU Delhi during the period of the engagement.

The detailed **Job Description / Scope of Work** are as follows. The selected candidate shall be responsible for providing the following services to NLU Delhi Students and Office of Career Services:

1.1. Training and Mentorship Services:

- Tailored guidance through workshops and personalised sessions for 3rd – 5th year students focusing on CV preparation, cover letters, internship and placement applications, soft skills etc.
- Comprehensive mock recruitment processes, including technical and HR interviews and group discussions, led by experienced legal professionals.
- Firm-specific questionnaire completion assistance, enhancing student preparedness and strategic responsiveness to recruiter requirements.
- Interactive expert-led sessions addressing law firm dynamics, practice area specialisation, client expectations, and professional development.
- Training modules covering strategies for high-pressure work environments, effective communication, teamwork, and stress management.
- HR-focused sessions outlining recruitment criteria and professional ethics training.
- Specialised mentorship for judiciary exam preparation, including exam strategies, relevant case law guidance, and tailored study methods.
- Targeted sessions on in-house legal roles, LL.M. admissions, MBA admissions, and academic career opportunities, facilitated by mentors with relevant experience.
- Structured guidance for 1st to 3rd year students on securing valuable internships, including insights into beneficial legal organisations and professional CV and cover letter vetting.
- Conduct a Career Orientation Programme for the newly admitted batch covering the breadth of career options available to law graduates, how the internship and placement cycle at NLU Delhi works, and what students should be doing at each stage of their programme to be well-positioned at graduation.
- Mock interview sessions specifically designed for internship selection processes for junior-year students.
- Strategies to effectively convert internships into Pre-Placement Offers (PPOs), supported by actionable advice from experienced mentors.

- Complimentary access for NLU Delhi students to career-focused webinars offered by the Consultant.
- Exclusive discounted pricing on practical training courses offered by the Consultant.
- Provision of anonymised insights and data regarding legal industry hiring trends and employer expectations.

1.2. Active Recruitment Outreach:

- Multi-round mass outreach campaigns to law firms (Tier 1, Tier 2, and boutique chambers), corporate legal teams, financial institutions, and public policy organisations targeting PPOs, Assessment Internships, Day Zero placements, and Day One engagements.
- Outreach extended across all batches, covering both internship opportunities and year-on-year full-time placements, from 1st year through graduation.
- On-going pipeline management: tracking engagement status with each organisation, executing timely follow-ups, and maintaining recruiter relationships between recruitment cycles.
- Compiling and transmitting student CVs, managing application folders, and serving as the institutional point of contact for all recruiter correspondence.
- Outreach to international law firms and cross-border organisations for collaboration, vacation schemes, and international placement opportunities.
- As and when required conduct direct physical and virtual meetings with recruiters, law firm partners, corporate legal teams, and other relevant stakeholders for the purpose of advancing recruitment engagements and building institutional relationships.

1.3. Day Zero and Day One Facilitation:

- End-to-end management of the Day Zero recruitment process in collaboration with the RCC and the Department of Career Services.
- Recruiter coordination: communicating logistics, scheduling, and student-facing processes to participating organisations.
- Student preparation: pre-Day Zero briefings, group practice sessions, and individual readiness assessments.
- Offer maximisation: managing recruiter expectations and student preferences to ensure offers are utilised efficiently, minimising offer wastage.

- Post-Day Zero follow-up: managing pending offers, deferrals, and outstanding processes with recruiters to ensure closure.

1.4. Post Day Zero and Rolling Placement Support:

- Continued active outreach to organisations on behalf of unplaced students following Day Zero, sustained until graduation.
- Coordination of rolling internship placements across dedicated internship periods (June–July and December–January cycles) for all eligible batches.
- Structured follow-up with organisations that expressed interest but did not conclude a placement during the primary recruitment cycle.

1.5. Institutional Alliance Building:

- Establishing and nurturing permanent institutional relationships between NLU Delhi and law firms, business houses, financial institutions, and think tanks.
- Organising and facilitating conclaves, guest lectures, panel discussions, and collaborative engagements between NLU Delhi and external organisations.
- Structuring MOUs and long-term collaboration frameworks with key organisations for sustained engagement across multiple recruitment cycles.

1.6. Flagship Event Support:

- Identifying and confirming qualified judges and adjudicators for competitions through his professional network.
- Institutional partnership facilitation: connecting NLU Delhi with organisations willing to co-brand or co-host flagship events.
- Promotional and outreach support to maximise visibility and participation in NLU Delhi's student competitions.

1.7. Industry Practitioner Sessions and Short-Term Programmes:

- Identifying and coordinating experienced legal and industry practitioners, including practising advocates, law firm partners, in-house counsel, policy professionals, and other domain experts, to understand the skill set required by them and accordingly curate sessions at the NLU Delhi campus on subjects of professional and academic expectation from new joiners.

- Sessions may be organised as standalone talks, panel discussions, or structured as part of a series, and may, at the discretion of NLU Delhi, be recognised towards short-term courses, certificate programmes, or continuing legal education credits offered by the University.
- Manage end-to-end coordination including scheduling, communication with the resource person, and student communication through the RCC.

Skills Required:

- Excellent communication skills both written and verbal as the position require communicating with various levels of corporate leaders.
- Must be able to communicate well with students, providing them right career counselling, & help them build their resumes, cover letters, & more
- Ideal candidates must be willing to do travelling & networking
- Familiar with social media platforms
- Knowledge of MS Office Tools.
- Excellent presentation and networking skills
- Excellent Team player.

IMPORTANT INFORMATION:

- i) Interviews will be held at the NLU Campus.
- ii) Shortlisted candidates only, will be informed of the interview telephonically and over email.
- iii) Meeting eligibility will not necessary qualify for the interview, further criteria may be included at the time of shortlisting.
- iv) No TA/DA will be paid for attending the interview.
- v) The selected candidates will receive monthly Remuneration as per the applicable norms. TDS @10% will be deducted.
- vi) The appointment shall be for an initial period of one year, with the possibility of extension based on satisfactory performance, requirement of the University.
- vii) The engagement shall be purely contractual and temporary in nature and shall not confer any right to regular appointment or absorption in the University.
- viii) No additional benefits/perks shall be provided.

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 rules and regulations of National Law University Delhi shall be applicable to the selected candidate.
12. 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 30th October 2026. The candidates are required to pay a non-refundable application fee of Rs. 2500/- (Rupees Twenty-Five hundred only) online. SC/ST and PwD category candidates are exempted from application fee.

Please access the **application form** here: <https://careers.nludelhi.ac.in>

Last date for submission: 30th October 2026, 2:00 PM.

Sd/-

REGISTRAR

Date: September 23, 2026

Place: New Delhi