

NATIONAL LAW UNIVERSITY DELHI

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

Sector 14, Dwarka, New Delhi – 110078

Ref. No.: NLUD/Admin./2026/2862

Dated: 08.10.2026

CALL FOR APPLICATIONS – ASSOCIATE (ADMINISTRATION)

ON CONTRACT BASIS

The National Law University Delhi invites applications from eligible candidates for engagement to the Post of Associate (Administration) 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	Remuneration
1	Associate (Administration)	02	Rs.50,000/- per month

(a) Number of Vacancy – Two (One each in General Administration)

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

(c) Remuneration

The remuneration shall be in the range of INR 50,000/- per month. TDS @10% shall be deducted from the monthly remuneration as applicable under law.

(d) Essential & Technical Qualification required

- Post Graduate Degree in any discipline with a minimum of 55% aggregate marks. Preference will be given to candidates having Public Administration/Law/HR.
- Minimum 05 years' work experience in administration, support to the management, and/or project coordination roles in government or academic institutions preferably in University/Government Offices/Higher Education Institutes etc.
- Advanced knowledge of the Office suite, including Word, Excel and Power Point.
- Typing Speed: 40 w.p.m.

(e) 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.

(f) Age Limit

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

(g) Selection Process:

- Application with relevant enclosures
- Interview

Important Note:

- All Candidates have to submit two references/recommendations compulsorily. Out of the two references, one reference should be from the current employer (HOD). In cases where the candidate is not currently employed, both references may be obtained from the academic institutions attended by the candidate, provided that at least one reference is from the Head of the Institution/Department concerned. The reference/recommendation shall be submitted in the slot provided in online application.
- 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 updates, if any, shall be published on the University Website only (www.nludelhi.ac.in). Interested candidates should apply online only. The candidates are required to pay a non-refundable application fee of Rs.1,000/- (Rupees One Thousand 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: 26th October, 2026 at 11:59 p.m.

Date: 08.10.2026

Place: New Delhi

REGISTRAR