

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./2026/2861

Dated: 08.10.2026

CALL FOR APPLICATIONS – ASSOCIATE (COORDINATION)

The National Law University Delhi invites applications from eligible candidates for engagement to the Post of Associate (Coordination) 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 (Coordination)	01	Rs.70,000/- per month

ESSENTIAL QUALIFICATIONS & REMUNERATION:

1. MBA/Law Degree with a minimum of 55% aggregate marks.
2. Relevant experience of minimum 5 years in administration, management support, secretarial work and/or project coordination roles in government or academic institutions, preferably in universities/higher education institutions.
3. Advanced knowledge of MS Office: Word, Excel and PowerPoint.
4. It is desirable that the candidate had experience with accounting software such as Tally ERP/Tally Prime or equivalent, TDS/GST related work.
5. Candidates having Shorthand Skills shall be preferred.

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.

(f) Age Limit

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

(g) Selection Process:

- Application with relevant enclosures
- Interview

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:

6. Assisting in day-to-day administrative and secretarial work relating to the relevant programme, chair, project, centre, or University activity.
7. Maintaining physical and digital records, files, registers, correspondence, reports, contract-related documents, expenditure records, and other official documents.
8. Preparing and processing drafts, notes, statements, minutes, reports, communications, and routine correspondence.
9. Assisting in the coordination and conduct of meetings, events, academic sessions, training programmes, workshops, conferences, outreach activities, moot courts, and other institutional activities.
10. Providing support in programme administration, including admissions, examinations, student coordination, and other academic administration, as may be required.
11. Assisting with HR, finance, accounts, legal, vigilance, RTI, compliance, and other administrative matters, wherever applicable and as assigned.
12. Maintaining section diary, file register, file movement register, indexing and recording systems, dispatch records, office orders, reference books, and other administrative records.
13. 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 be subject to verification of antecedents; and may be terminated at any time due to misconduct, unsatisfactory performance, or subsequent ineligibility.

11. No TA/DA will be paid for attending the interview or interaction.

12. The rules and regulations of National Law University Delhi shall be applicable to the selected candidate.

13. For any queries, please contact: opportunities@nludelhi.ac.in

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