॥न्यायस्तत्र प्रमाणं स्यात्॥

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./2026/2927 Dated: 13.11.2026

CALL FOR APPLICATIONS – DATA REPOSITORY ASSOCIATE ON CONTRACT BASIS

National Law University Delhi invites applications from eligible, qualified and experienced candidates for engagement to the position of Data Repository Associate on a purely contractual basis for a period of One Year at its campus in Dwarka, New Delhi. The selected candidate will be responsible for supporting the University's institutional research data management framework, development and maintenance of digital repositories, research data curation, scholarly communication and preservation of institutional research output.

The details of the position, essential qualifications and responsibilities are as follows:

S. No.	Name of the Post	No. of Positions	Consolidated Remuneration
1	Data Repository Associate	01	Rs.60,000/- per month

(a) Nature of Appointment: Contractual for a period of one year from the date of joining and further extendable subject to the satisfactory performance**.**

(b) Remuneration

The remuneration shall be in the range of INR 60,000/- per month. TDS @10% shall be deducted from the monthly remuneration as applicable under law.

1. Purpose of the Position

To assist in the development, operation and management of the University's Institutional Repository for systematic entry, organisation, digitisation, preservation and retrieval of institutional data and records received from various University departments and offices. The repository will serve as a central platform for preserving the University's institutional memory and facilitating customised dashboards and reports for the Vice-Chancellor's Office, Registrar's Office, IQAC, NAAC, NIRF, BCI, Annual Reports and other institutional requirements.

2. Job Responsibilities

1. Upload, organise and maintain institutional data and records received from various University departments and offices.
2. Classify, catalogue, index and create appropriate metadata for digital records, including reports, minutes, photographs, publications and historical documents.
3. Maintain structured institutional databases and ensure consistency, accuracy and easy retrieval of information.
4. Develop and maintain interactive dashboards and customised reports for different institutional requirements.
5. Consolidate and analyse departmental data to facilitate reporting for NAAC, NIRF, BCI, Annual Reports and other institutional purposes.
6. Maintain digital records, version control, access permissions and appropriate preservation procedures.
7. Coordinate with the IT Section for technical maintenance, data backups, system integration and troubleshooting.
8. Provide technical assistance to departmental officers in relation to data formats, submission procedures and retrieval of information.

9. Maintain records of repository activities and submit periodic progress reports to the designated authority.
10. Assist the IT Department in their day-to-day activities as and when requested.

3. Essential Qualifications and Experience

1. **Educational Qualification:** B.Tech. in Computer Science / Information Technology or MCA from a recognised university or institution or Degree in Computer Science/ Management/Technology from a recognized University.
2. **Professional Experience:** Minimum one year of relevant experience in database management, content management systems, digital information systems, data management or business intelligence in reputed Institutions/ organization.
3. **Database Management:** Working knowledge of relational databases such as PostgreSQL, MySQL or equivalent, including SQL-based data management and retrieval.
4. **Data Processing:** Proficiency in MS Excel, including data cleaning, validation, consolidation, Pivot Tables and Power Query.
5. **Content Management:** Knowledge of content management systems (CMS), digital document management and systematic organisation of electronic records.

4. Desirable Qualifications and Technical Skills

1. Knowledge of Python or similar programming languages for data processing and automation.
2. Knowledge of Designing flyers, Brochures, Presentations, Customized Reports etc.
3. Familiarity with APIs, data integration, workflow automation and automated report generation.
4. Understanding of data warehousing, cloud-based platforms and modern institutional information management systems.
5. Knowledge of metadata management, digital preservation, data security, backup and access-control mechanisms.
6. Exposure to AI-assisted data extraction, document classification, information retrieval and data analytics.
7. Experience in developing or maintaining dashboards, Management Information Systems (MIS) or institutional reporting platforms, preferably in universities, higher education institutions or research organisations.

5. Remuneration and Terms of Engagement

- Consolidated remuneration ranging between 60,000/- per month (fixed)
- Higher remuneration may be considered based on experience, competence, and performance

6. General Instructions:

- The engagement shall be purely contractual and shall not confer any right for regular appointment in the University.
- No TA/DA shall be paid for attending the Walk-in Interview.
- The University reserves the right to cancel or modify the advertisement without assigning any reason.
- Candidates reporting after the scheduled time may not be allowed to appear for the 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.
- 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. For any queries, please contact: opportunities@nludelhi.ac.in
- 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 only online. 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: 30th November, 2026 at 11:59 p.m.

REGISTRAR

Date: 13.11.2026
Place: New Delhi