



NATIONAL LAW INSTITUTE UNIVERSITY

Kerwa Dam Road, Bhopal-462 044, M.P. (INDIA)

Ph. NO. 0755-2696965/970

Adv. No.- Appointment/01/2018

Date: 04-01-2018

Walk-In-Interview

Eligible candidates for the following contractual posts may appear for walk-in-interview on **Monday, the 22nd January, 2018** with original testimonials at **10.00 A.M.** in the Registrar's Office, Samadhan Bhawan, National Law Institute University Campus, Kerwa Dam Road, Bhopal.

1. PA (Steno-Bilingual) in Director's Office (01 Post)

Qualifications and Experience: Applicant must be graduate and proficiency in Shorthand and Typing (Bilingual).

Desirable Experience

:Applicant should have experience as Stenographer in Govt. Organisation / Judiciary / High Court. Proficient in Speech Writing, Preparing Briefs of Press Conference, Giving Assistance to Officers, Helping in Public Relations etc. Proficiency in computer application/flair for liasioning work and good communication skills.

Minimum Age

: 18 years.

The initial appointment will be for six months which may be renewed provided the services are found satisfactory.

Job Specification:-

1. To keep record of incoming/outgoing dak, files/registers etc.;
2. To keep filing upto date;
3. To fix appointments, to arrange meetings and collect information desired by the Officer;



4. To deal in a tactful manner with visitors and to attend telephone calls with courtesy;
5. To maintain confidentiality and secrecy;
6. To type and take dictation (English & Hindi) in shorthand and to transcribe it accurately;
7. To maintain a proper order of the papers required to be dealt with by the officer and to bring to his notice, the papers/cases which requires immediate attention;
8. To destroy the stenographic/notes of the confidential / secret nature after they have been typed;
9. To keep track of the progress of cases/matters till these are finally disposed of;
10. To keep reference books, rules ordinances, statutes, etc. upto date;
11. To perform such other duties as may be assigned to him from time to time;
12. To extend cooperation to her/his seniors.

Contractual monthly Emoluments : Rs. 25,000/-

2. PA cum Steno Typist in Registrar's Office (01 Post)

Qualifications and Experience: Applicant must be graduate and proficiency in Shorthand and Typing (Bilingual).

Desirable Experience : Applicant should have experience as Stenographer in Govt. Organisation / Judiciary / High Court. Proficient in Speech Writing, Giving Assistance to Officers, Helping in Public Relations etc. Proficiency in computer application.

Minimum Age : 18 years.

The initial appointment will be for six months which may be renewed provided the services are found satisfactory.

Job Specification:-

1. To keep record of incoming/outgoing dak, files/registers etc.;
2. To keep filing upto date;
3. To fix appointments, to arrange meetings and collect information desired by the Officer;



4. To maintain confidentiality and secrecy;
5. To type and take dictation (English & Hindi) in shorthand and to transcribe it accurately;
6. To maintain a proper order of the papers required to be dealt with by the officer and to bring to his notice, the papers/cases which requires immediate attention;
7. To destroy the stenographic/notes of the confidential / secret nature after they have been typed;
8. To keep track of the progress of cases/matters till these are finally disposed of;
9. To keep reference books, rules ordinances, statutes, etc. upto date;
10. To perform such other duties as may be assigned to him from time to time;
11. To extend cooperation to her/his seniors.

Contractual monthly Emoluments : Rs. 22,000/-

3. Computer Operator [Examination Section] (01 Post)

Qualifications and Experience: Applicant must be graduate with proficiency in computer science / application.

Desirable Experience : Applicant should aware about the examination system and proficient in MS Office applications (Excel & Word).

Minimum Age : 18 years.

The initial appointment will be for six months which may be renewed provided the services are found satisfactory.

Job Specification:-

1. Shall discharge his/her functions under the superintendence, direction and guidance of the In-charge Examination Section;
2. Assist exam preparation and arrangements
3. Support Timetable Administrator in the preparation of teaching timetable and room seating arrangements
4. Deal tactfully and effectively with academic staff, students, support staff, external examiners and visitors;



5. To maintain the confidentiality and security of examination papers, results and other sensitive information;
6. Preparation of Tabulation Chart / Examination Result etc.;
7. To perform any other duties as may be assigned to him from time to time;
8. To extend cooperation to her/his seniors.

Contractual monthly Emoluments : Rs. 20,000/-

4. Exam Asstt. Grade-I [Examination Section] (01 Post)

Qualifications and Experience: Applicant must be post graduate with proficiency in computer science / application.

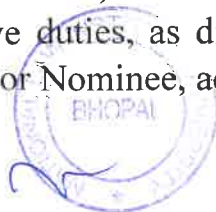
Desirable Experience : Applicant should aware about the examination system and have experience to work in computer software / related industry.

Minimum Age : 18 years.

The initial appointment will be for six months which may be renewed provided the services are found satisfactory.

Job Specification:-

1. Shall discharge his/her functions under the superintendence, direction and guidance of the Faculty In-charge Examination / Registrar / Any Appointed Officer;
2. Administration of exam preparation and arrangements
3. Co-ordination of moderation of exam papers with the Members of Moderation Committee.
4. Administrative support for the Academic Misconduct Panel (Plagiarism / Collusion / Cheating etc)
5. Support Timetable Administrator in the preparation of teaching timetable and room seating arrangements
6. Deal tactfully and effectively with academic staff, students, support staff, external examiners and visitors;
7. To maintain the confidentiality and security of examination papers, results and other sensitive information;
8. Carry out routine administrative duties, as directed by the Faculty In-charge Examination / Registrar or Nominee, accurately and efficiently;



9. To perform such other duties as may be assigned to him from time to time;
10. To extend cooperation to her/his seniors.

Contractual monthly Emoluments : Rs. 30,000/-

5. Jr. Accountant Asstt. Grade-II [Account Section] (01 Post)

Qualifications and Experience: Applicant must be Graduate with Commerce Discipline and proficient in Accountancy.

Desirable Experience : Proficient in MS Office applications (Excel & Word) is a must and experience in using Tally 9 is highly preferred.

Minimum Age : 18 years.

The initial appointment will be for six months which may be renewed provided the services are found satisfactory.

Job Specification:-

1. Tally data entry including collection of fee, purchase, receipts, payments, bank reconciliation statement;
2. To process scholarship
3. Provide support to accountant.
4. To perform such other duties as may be assigned to him from time to time;
5. To extend cooperation to her/his seniors

Contractual monthly Emoluments : Rs. 20,000/-

6. Library Assistant (02 Posts)

Qualifications and Experience: Applicant must be Graduate in Library & Information Science with minimum of 55% marks and shall have knowledge of Library software.

Desirable Experience : Proficient in MS Office applications (Excel & Word).

Minimum Age : 18 years.



The initial appointment will be for six months which may be renewed provided the services are found satisfactory.

Job Specification:-

1. Identification and acquisition of library materials;
2. Preparation and organization of library materials;
3. Preservation of library materials;
4. Bibliographic searching and retrieval;
5. Serials processing;
6. Circulation and lending;
7. Reference and information services. To perform such other duties as may be assigned to him from time to time;
8. To extend cooperation to her/his seniors

Contractual monthly Emoluments : Rs. 20,000/-

7. Care Taker [Convention Centre] (01 Post)

Qualifications and Experience: Intermediate.

Minimum Age : 18 years.

The initial appointment will be for six months which may be renewed provided the services are found satisfactory.

Job Specification:-

1. Prevent unauthorized entry into the building;
2. Register the particulars of all visitors, repair or delivery workers going in and out of the building;
3. Record every incident that occurs in the building, e.g. lift breakdown, power failure, water seepage, alarm ringing, and notify those responsible for appropriate follow-up action.
4. Maintain cleanliness in the premises.
5. To perform such other duties as may be assigned to him from time to time;
6. To extend cooperation to his seniors

Contractual monthly Emoluments : Rs. 12,000/-

8. Peon [Examination Section] (01 Post)



Qualifications and Experience: Intermediate.

Minimum Age : 18 years.

The initial appointment will be for six months which may be renewed provided the services are found satisfactory.

Job Specification:-

1. Provide services exclusively in the examination section;
2. To perform such other duties as may be assigned to him from time to time;
3. To extend cooperation to his seniors

Contractual monthly Emoluments : Rs. 12,000/-



General Instructions and Essential Information

1. The University reserves the right to withdraw any advertised post at any time without assigning any reason. The right is also reserved with the University either to fill or not to fill the post and its decision in this regard shall be final.
2. All candidates are required to report at 10:00 a.m. in the office of Registrar, failing which candidature shall not be accepted.
3. The University may give higher emoluments in deserving cases.
4. Applicants are required to bring their updated curriculum vitae alongwith a Demand Draft for an amount of ₹500/- in favour of “**Director NLIU Bhopal**” payable at Bhopal.

Note:- If applicant wish to appear for interview more than one post are required to bring additional curriculum vitae alongwith a Demand Draft for an amount of ₹500/- for each post.

5. The University provides accommodation in the campus as per availability.
6. The University reserves the right to consider the curriculum vitae of any person for any post.
7. Candidates shall have to produce original documents at the time of interview.
8. Canvassing in any form may lead to cancellation of candidature.
9. No call letter or interview letter will be issued.
10. Result will be published only on the University website and University Notice Board.
11. The appointee will have no claim for the permanent post in future.
12. It will be open to the University to consider, on its own, names of suitable candidates who might not have applied.



13. The University reserves the right to relax any of the qualifications, experience, etc., in deserving cases in respect of any post.
14. The number of vacancies of the post indicated in this Employment Notification is tentative. The University reserves the right to fill or not to fill any consequential vacancy, and/or to increase/decrease the number of posts and make appointments accordingly.
15. Selection will be made purely on the basis of candidates' Academic Qualification, Previous Record and Performance in the interview.
16. In case, selected employee resigns from the service of NLIU, he/she will have to serve a notice period of one month before leaving the University. If employee does not serve one month's notice period, he/she will have to pay to the NLIU his/her one month's salary in lieu thereof.
17. No TA/DA will be paid to the candidates attending the interview.
18. The University reserves the right to make changes, if necessary.




Assistant Registrar

