



NATIONAL UNIVERSITY OF STUDY AND RESEARCH IN LAW, RANCHI

Nagri, PO: Bukru, PS: Kanke, Kanke Pithoria Road, Kanke, Ranchi (Jharkhand) Pin – 834006

ADVERTISEMENT FOR NON-TEACHING POSITIONS (CONTRACTUAL)

S. No.	Name of Post	No. of Posts	Qualification	Gross Pay Consolidated
1	Stenographer (Contractual)	1	<p>Essential Qualifications:</p> <ol style="list-style-type: none">1. A Bachelor's Degree in any discipline from any recognised Institute/ University.2. Proficiency in Stenography in English with a minimum speed of 80wpm.3. Knowledge of Computer Applications.4. Proficiency in English and Hindi and good communication skills with an understanding of the local language commonly used for communication in Jharkhand. <p>Desirable Qualifications:</p> <ol style="list-style-type: none">1. Translation from Hindi to English and English to Hindi. <p>Skill Test Norms on Computer:</p> <p>Dictation: 10 minutes @ 80 w.p.m. Transcription: 50 minutes English/40 minutes Hindi</p> <p>Roles and Responsibilities</p> <ol style="list-style-type: none">i. Take dictation and notes and later transcribe their notes into documentsii. Record minutes of the meetings	Consolidated pay @ 50,000/-



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			iii. Perform office tasks such as typing, filing, answering phones and operating machines.	
2	Civil Engineer-cum-Estate Officer (Contractual)	1	<p>Essential Qualification:</p> <p>i. Bachelor's degree in Civil Engineering with minimum 55% marks.</p> <p>ii. 5 years experience in construction and maintenance of Building, Transport and Estate Management of a residential campus.</p> <p>Desirable Qualification</p> <p>i. Hands on experience as a Civil Engineer and Estate Officer.</p> <p>ii. Experience of working at NLU/IIT/IIM/Central Universities.</p> <p><i>Note: Retired professionals may also apply.</i></p> <p>Roles and Responsibilities</p> <p>i. Providing campus-wide consultation coordination in the planning, development, and implementation of construction and/or repair programs within the broad area of engineering speciality.</p> <p>ii. Oversee, review, and approve the work of external engineering design and planning consultants and ensure that engineering designs are consistent with contract specifications and all relevant regulations and engineering standards</p> <p>iii. Responsible for the upkeep, up gradation and proper functioning of all facilities on campus including – civil, mechanical and electrical infrastructure</p> <p>iv. Responsible for the maintenance, repair and overhaul/replacement of all machines and equipment in the campus</p>	Consolidated pay @ 60,000/-



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			<ul style="list-style-type: none"> v. Responsible for maintaining all Engineering documentation including civil drawings vi. Ensuring all expenses stay within the allocated budget vii. Performing regular inspections of equipment and scheduling maintenance or repairs viii. Providing technical guidance to stakeholders and engineering teams ix. Inspecting inventory and reporting inconsistencies as well as ordering more materials x. Evaluating all products and processes and ensuring standardisation of quality assurance measures xi. Participating in various learning experiences, which may include attending workshops and training sessions xii. Calibrating and troubleshooting equipment as required xiii. Performs miscellaneous job-related duties as assigned from time to time xiv. Inviting the Tender and quotations for the university work. xv. Co-ordinating with Architects and Contractors/ agencies. 	
3	Information Technology Specialist (Contractual)	1	<p>Essential Qualification:</p> <ul style="list-style-type: none"> 1. B.E./B.Tech. in Computer Science & Engineering/Electronics Engineering. 2. 05 years of programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP, etc. 3. Foundations and practices under WINDOWS/LINUX/UNIX 	Consolidated pay @ 70,000/-



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		<p>platforms from a recognised Public/PUS/Private organization.</p> <p>And</p> <p>Must have experience of working in ERP and website designing/management/editing.</p> <p>Desirable Qualification</p> <p>i. M.E./M. Tech. in Computer Science & Engineering/Electronics Engineering/ M.Sc. Computer Science/MCA.</p> <p>ii. Experience of working at NLU/IIT/IIM/Central Universities.</p> <p>Roles and Responsibilities</p> <p>i. Responsible for maintenance and backup of internal development servers</p> <p>ii. Responsible for maintaining telecommunication and web systems</p> <p>iii. Support of legacy desktops, laptops and servers</p> <p>iv. Evaluate new hardware and software to meet University requirements</p> <p>v. Maintain inventory of internal licenses and track compliance</p> <p>vi. Design and generate reports as requested</p> <p>vii. Establish procedures to ensure the readiness, quality, and accuracy of websites and online platforms, providing guidance and training to staff</p> <p>viii. Provide technical advice and assistance to office staff as needed</p> <p>ix. Coordinate on IT related issues</p> <p>x. Assist other staff in special events and activities as required</p> <p>xi. Monitor or optimize the performance, security, backup, and recovery</p>	
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		<p>of the database</p> <ul style="list-style-type: none">xii. Develop policies and procedures concerning the database: data entry and sharing information with othersxiii. Establish procedures to ensure the readiness, quality, and accuracy of websites, providing guidance and training to staffxiv. Use available technology to promote the website and gather statistical information for analysisxvi. Plan, develop, and manage all IT services, programs, and support.xvii. Provide internal IT support (server security, software updates, hardware maintenance etc.)xviii. Oversee the implementation, deployment and operation of information systems and technology solutions for University needsxix. Optimize the use of social media platforms for University purposes.xx. Oversee website functionality and developmentxxi. Research, design, and implement the appropriate technologies to support and improve corporate communications, access to information, and end-user productivityxxii. Liaise with vendors and service providers to ensure efficient and cost-effective acquisition of technology purchases; oversee warranties and service agreementsxxiii. Conduct capacity planning for network bandwidth, storage requirements, messaging, websites, and other applications	
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			<p>xxiv. Stay informed on new or emerging trends and technologies that provide clear benefits to the organization, business partners, and/or customers</p> <p>xxv. Create status reports as required; present findings to senior management</p> <p>xxvii. Perform other related duties as assigned</p>	
4	<p>Physical Instructor-Sports Officer</p> <p>(Contractual)</p>	1	<p>Candidates should have a Graduate Degree from a recognised university with a Diploma in sports or physical education or sports science from the National Sports Institute.</p> <p>Desirable Qualification</p> <p>i. Experience of working at NLU/IIT/IIM/Central Universities or any other educational institution.</p> <p>Roles and Responsibilities</p> <p>i. Work with the Students to increase participation numbers and team/individual successes amongst the student population.</p> <p>ii. Manage sports and physical activity development programmes from inception to delivery to include indoor/outdoor classes,</p> <p>iii. Contribute to the development and implementation of sports development plans and other strategies.</p> <p>iv. Encourage increased participation among students</p>	Consolidated pay @ 50,000/-



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			<p>v. Maintain records and produce reports as required</p> <p>vi. To carry out other such duties as may be prescribed from time to time.</p>	
5	Resident Nurse (Contractual)	1	<p>Essential Qualification</p> <p>i. B.Sc (Hons.) Nursing / B.Sc. Nursing from an Indian Nursing Council/ Jharkhand State Nursing Council-recognized University or Institute</p> <p>Or</p> <p>ii. B.Sc. (Post Certificate) / Post Basic B.Sc. Nursing from an Indian Nursing Council/ State Nursing Council/ State Nursing Council recognised Institute/ University.</p> <p>OR</p> <p>ii. Diploma in General Nursing Midwifery from an Indian Nursing Council/ State Nursing Council recognised Institute/ Board or Council.</p> <p>And</p> <p>Two Years' Experience in a minimum 50-bed Hospital after acquiring the educational qualification mentioned above. The required two years of experience as above is an essential criterion, and to be valid, the experience must be acquired after obtaining Essential Qualifications and registration with the States/ Indian Nursing Council.</p> <p>and</p> <p>Registered as a Nurse with the State/ Indian Nursing Council</p> <p>Roles and Responsibilities</p> <p>i. Monitor patient's condition and assess their needs to provide the best</p>	Consolidated pay @ 30,000/-



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		<p>possible care and advice</p> <p>ii. Observe and interpret patient's symptoms and communicate them to physicians</p> <p>iii. Collaborate with physicians and nurses to devise individualized care plans for patients</p> <p>iv. Perform routine procedures (blood pressure measurements, administering injections etc.) and fill in patients' charts</p> <p>v. Adjust and administer patient's medication and provide treatments according to physician's orders</p> <p>vi. Inspect the facilities and act to maintain excellent hygiene and safety (decontaminating equipment, sanitizing surfaces etc.)</p> <p>vii. Provide instant medical care in emergencies</p> <p>viii. Foster a supportive and compassionate environment to care for patients</p> <p>ix. Expand knowledge and capabilities by attending educational workshops, conferences etc.</p>	
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APPLICATION FORM

- a) Candidates shall be required to download the application forms from the website of the University or submit the applications in the prescribed format online.
- b) Applications for all the posts shall be entertained only in the prescribed format (Online/Offline), along with the prescribed fee.
- c) The application should be addressed to "The Registrar, NUSRL, Ranchi in a closed cover super-scribing "Application for the post of"



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APPLICATION FORM

**Recent
Passport
Size Photo
Self
Attested**

Post Applied For: _____ Advt. No: _____

1. Applicant Name: _____

(In Block Capital letters)

2. Father's/ Mother's/ Spouse's Name: _____

3. Date of Birth: _____ Age: Years Months

4. Gender: _____ (Male/ Female)

5. Category: _____ (GEN/ SC/ST/OBC)

5. Permanent Address: _____

Pin: _____



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10. Experience Details:-

Post / Designation	Organization	Duration		Total Experience (Months / Year)	Salary Drawn
		From	TO		

Any other relevant information:

- 1.
- 2.
- 3.
- 4.

I hereby declare that all information is true to the best of my knowledge and belief. If any fact is found false, my candidature may be cancelled, and I understand that I will be denied any employment in the University, and if already employed on any of the posts in the University, my services will be terminated forthwith.

Date: _____

Place: _____

Signature of the Candidate



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DECLARATION

CERTIFIED that: -

- a. The information given herein above is complete and correct.
- b. No disciplinary proceeding is pending or contemplated against me.
- c. I have never been dismissed from service nor barred from holding any future appointment or convicted for any offence. No criminal cases pending against me.
- d. In case of concealment/suppression of fact(s), which may be detected at any stage in future, my candidature is liable to be cancelled/terminated, as the case may be, without notice.

Date:

Signature of the applicant



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List of self-attested testimonials attached (original to be produced at the time of interview):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Signature of the Applicant with date



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Important instructions to the candidates

Duly filled in application form along with Demand Draft of Rs.1,000/- (application fee) drawn in favour of “Registrar, NUSRL Ranchi” payable at Ranchi and with the relevant supporting documents duly self-attested and CV should be sent so as to reach The Registrar, National University of Study and Research in Law, Nagri, PO: Bukru, PS: Kanke, Kanke-Pithoria Road, Kanke, Ranchi (Jharkhand) Pin – 834006 on or before 05/02/24 by 17:00 hrs by Indian Speed Post or India Registered Post only and the soft copy of the form along with relevant documents should be sent on or before 05/02/24 to : jobs@nusrlranchi.ac.in

1. The candidate must also submit their CVs along with the hard and soft copies of the form.
2. The candidates eligible strictly according to norms only may apply for the notified posts.
3. The candidates applying for different categories of posts shall submit separate application forms along with separate application fees for each category in separate envelopes by specifying the same on the top of the envelope. Application submitted Online (Via Email etc.) will not be considered. Only those sent by India Speed Post or Registered Post (Hard Copy) will be considered.
4. The application fee, once paid, shall not be refunded under any circumstances.
5. Applications incomplete in any respect and those received after the last date shall not be entertained.
6. Candidates should send self-attested copies of certificates and mark sheets from matriculation onwards in support of their qualifications.
7. Originals should not be sent along with the application but these must be produced at the time of interview.
8. The University will verify the documents submitted by a candidate at the time of the interview. In case it is detected that the documents submitted by the candidates are fake, or the candidate has a clandestine background and has suppressed the said information, then his/her services shall be terminated.
9. In case of any inadvertent mistake in the process of selection, which may be detected at any stage, even after the issue of the appointment letter,
10. The university reserves the right to modify/withdraw/cancel any communication made to the candidate.
11. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.



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12. No correspondence will be entertained regarding postal delays, conduct and result of interview and reasons for not being called for interview etc.,
13. Only shortlisted candidates will be called for an interview.
14. The University reserves the right not to fill any vacancies advertised if the circumstances warrant.
15. The University reserves the right to consider candidates of outstanding merit who may not have applied.
16. The University reserves the right to consider any applicant for lower post than that applied for.
17. Persons in employment should route their application through proper channel.
18. No TA/DA for attending the interview is admissible.