



# National University of Study and Research in Law, Ranchi

Ref: NUSRL/RNC/2024/112664

Dated: 03/07/24

## ADVERTISEMENT FOR NON-TEACHING POSITIONS (CONTRACTUAL)

S. No.	Name of the post	No. of post	Pay Scale	Qualification
1.	Information Technology Specialist (Contractual)	1	70,000/- Consolidated	<p><b>Essential Qualification:</b></p> <ol style="list-style-type: none"><li>1. Bachelor's degree in Computer Science/Electronics Engineering.</li></ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"><li>1. Must have experience of working in ERP and website designing/management/editing.</li><li>2. Master's degree in Computer Science/Electronics/ M.Sc. Computer Science/MCA.</li><li>3. Experience in relevant field in NLU/IIT/IIM/Central University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies</li></ol> <p><b>Job Description:</b></p> <ol style="list-style-type: none"><li>1. Responsible for maintenance and backup of internal development servers</li><li>2. Responsible for maintaining telecommunication and web systems</li><li>3. Evaluate new hardware and software to meet University requirements</li><li>4. Provide technical advice and assistance to office staff as needed</li><li>5. Provide internal IT support (server security, software updates, hardware maintenance etc.)</li><li>6. Optimize the use of social media platforms for university purposes.</li><li>7. Oversee website functionality and development</li></ol>



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2.	Public Relations Officer cum Placement Officer (Contractual)	1	50,000/- Consolidated	<p><b>Essential Qualifications:</b></p> <ol style="list-style-type: none"><li>1. Master's degree in Communication / Mass Communication /Journalism/ Development Communications with at least 55% of marks from a recognised University / Institute.</li><li>2. Demonstrated experience in developing and handling digital communications.</li><li>3. Possessing MBA-HR from reputed Institution is an added value</li></ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"><li>1. Experience in research/information/ editorial department.</li><li>2. Excellent command of speaking, reading &amp; writing in English and Hindi Language.</li><li>3. Working experience in a communications position.</li><li>4. Strong knowledge of communication practices, strategies and techniques.</li><li>5. Excellent computer skills (MS Word, Excel and PowerPoint) and Knowledge of InDesign/Photoshop), and experience working with multimedia tools (i.e. broadcast and video or radio technology) would be an advantage.</li><li>6. Attention to detail, writing, editing, and proofreading skills.</li></ol> <p><b>Job Description:</b></p> <ol style="list-style-type: none"><li>1. Work with the University and faculty members to meet day-to-day</li></ol>
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				<p>communication needs.</p> <ol style="list-style-type: none"><li>2. Create in-house communication products like notices, posters, advertisements, social media content, newsletters, press releases, brochures, reports, proposals etc.</li><li>3. Regularly create and manage online content for social media, which includes Twitter, LinkedIn, Facebook, and Instagram. This includes posts, tweets, and photos.</li><li>4. Write content for the above communications materials.</li><li>5. Prepare press releases, statements, posters, notices, etc.</li><li>6. Ensure that brand and visual identity guidelines are followed for all outgoing communication.</li><li>7. Manage day-to-day internal and external communications activities.</li><li>8. Update and maintain pages on the University's website in coordination with the in-house IT department.</li><li>9. Support the execution of seminars, webinars, workshops etc through publicity campaigns.</li><li>10. Establish, maintain relationships and coordinate with print and digital media journalists to publicise the University activities.</li><li>11. Coordinate media coverage, and manage activities like documentation, photography, and videography of University events.</li><li>12. Maintain and update a database of photos, videos, audio, and media coverage. Any other work assigned by the University.</li><li>13. Coordination with law firms and Company's Judiciary for student Internship and Placement</li></ol>
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				<p>14. To look after day-to day activities of placement.</p> <p>15. To have liaison with industries, Government and non-Government organization.</p> <p>16. To arrange for skill development training such as soft skills, communication, interview skill, inter personal skill etc.</p> <p>17. To create data base on Alumni and their present position</p> <p>18. To arrange for expert lectures by industry professional.</p> <p>19. To collect feedback from industries coming for placement</p> <p>20. To arrange workshop for entrepreneurship development.</p> <p>21. To develop Management Information System (MIS) on placement of passed out students and to create data base of recruiting industries and organization.</p> <p>22. Any other duties assigned by centre in- charge relevant to student.</p>
3.	Resident Nurse (Contractual)	1	30,000/- Consolidated	<p><b>Essential Qualification</b></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 style="text-align: center;">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 style="text-align: center;">Or</p> <p>iii. Diploma in General Nursing Midwifery from an Indian Nursing</p>



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				<p>Council/State Nursing Council recognised Institute/Board or Council.</p> <p>Or</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 Qualification 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><b>Roles and Responsibilities</b></p> <ol style="list-style-type: none"><li>i. Monitor patient's condition and assess their needs to provide the best possible care and advice.</li><li>ii. Observe and interpret patient's symptoms and communicate them to physicians.</li><li>iii. Collaborate with physicians and nurses to devise individualized care plans for patients.</li><li>iv. Perform routine procedures (blood pressure measurements, administering injections etc.) and fill in patients' charts</li><li>v. Adjust and administer patient's medication and provide treatments according to physician's orders.</li><li>vi. Inspect the facilities and act to maintain excellent hygiene and safety (decontaminating equipment, sanitizing surfaces etc.)</li><li>vii. Provide instant medical care in emergencies</li></ol>
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				viii. Foster a supportive and compassionate environment to care for patients. ix. Expand knowledge and capabilities by attending educational workshops, conferences etc.
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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 .....



# National University of Study and Research in Law, Ranchi

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

## 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: \_\_\_\_\_







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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 case is 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 27/07/24 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 27/07/24 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.

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.