



National University of Study and Research in Law, Ranchi

Ref: NUSRL/RNC/2024/1127812

Date: 06/09/24

ADVERTISEMENT FOR NON-TEACHING POSITIONS (REGULAR/CONTRACTUAL)

SL.No.	Name of the post	No. of Post	Pay Scale	Qualification
1.	Finance Officer (Regular)	1	Level 14 (Rs. 144200- 218200)/-	<p><u>Essential:</u></p> <p>i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>Age: Preferably below 57 Years: The age of Superannuation, as present, shall continue to be 62 years.</p>



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				<p><u>The duties of the Finance Officer shall be to: (not exhaustive)</u></p> <ol style="list-style-type: none">a. Exercise general supervision over the funds of the University, and shall advise the Vice Chancellor as regards the finances of the University;b. Hold and manage the funds, property and investments, including trust and endowed property, for furthering any of the objects of the University;c. Ensure that the limits fixed by the university for recurring and non-recurring expenditure for a year are not exceeded, and that all allocations are expended for the purposes for which they are granted or allotted;d. Keep watch on the state of the cash and bank balance and of investments;e. Keep watch on the progress of collection of revenue and advise the Vice Chancellor on the methods to be employed for collection;f. Have the account of the University audited regularly;g. Ensure that the registers of buildings, land, equipment and machinery are maintained up-to-date and that the stock taking of equipment and other consumable materials in all offices, departments, university institution, stores etc., of the university is conducted regularly;h. Propose to the Vice-Chancellor that explanation be called for unauthorized expenditure or other financial irregularities from any academic member of university;i. Propose to the Registrar that explanation be called from any non-academic member for unauthorized expenditure or irregularities in any particular case, and recommend disciplinary action against the persons at fault;
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				<p>j. Call for from any office, centre, department, University institution of the university or university institution, for any information and returns that he thinks necessary for the proper discharge of his financial responsibilities; and</p> <p>k. Exercise such other powers, perform such other duties, and discharge such other financial functions as are assigned to him by the Vice-Chancellor or are prescribed by the Ordinances.</p> <p>l. The finance officer shall be maintaining minutes of the meeting of Finance Committee and the committees appointed by the Finance Committee.</p> <p>m. The Finance officer shall be responsible for presenting the annual budget, statement of accounts and audit reports, to the finance committee and to the Executive Council.</p> <p>n. All other financial related matters of University.</p>
2.	<p>Section Officer (Manager Academic Administration) (On Contract)</p>	1	Rs.60,000	<p>Master in any discipline with minimum 5-10 years' experience in a similar capacity in College/ University. Excellent working environment, Salary at par with industry standard, higher/lower salary may be considered depending on candidate experience</p> <p><u>Qualification & Experience:</u></p> <p>i) Master Degree in any discipline from any recognised Institute/ University</p> <p>ii) Five years as UDC/Managerial Role in any Central/ State Govt./ University, National Law University, PSU and other PSU and other Central or State Autonomous Institution or holding equivalent positions in any reputed Private companies/ Bank.</p> <p>iii) Proficiency in English, Computer operation, noting and Drafting.</p>



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				<p><u>Desirable:</u></p> <p>A) Experience in National Law University’s administration. B) Experience in handling ERP C) Knowledge of academic administration & research management and public management. D) Ability to learn & deliver.</p>
3.	<p>Manager Hostel, Residential (UDC) (Male) (On Contract)</p> <p>Manger Hostel , Residential (UDC) (Female) (On Contract)</p>	<p style="text-align: center;">1</p> <p style="text-align: center;">1</p>	<p style="text-align: center;">Rs. 40,000/-</p>	<p><u>Age- 30—45</u></p> <p><u>Qualification & Experience</u></p> <p>Graduation in any discipline with minimum 5-10 years’ experience in a similar capacity in residence school/ college/ University. Excellent working environment, Salary at par with industry standards, higher/lower salary may be considered depending on candidate experience</p> <p><u>Desirable.</u> Retired Ex-army personnel/ background</p> <p><u>Roles & Responsibilities</u></p> <ul style="list-style-type: none"> • Support the University’s equality and diversity commitment. • Responsible for the health, hygiene, and general welfare of the students residing in the hostels that are specifically assigned to her and shall attend to all matters of health, sickness, diet, sanitation, and cleanliness in accordance with laid down orders/guidelines. • Responsible for the resident students and shall ensure that the students concerned observe the rules framed for their guidance and maintenance



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			<p>of decorum.</p> <ul style="list-style-type: none">• Manage discipline in the hostel in line with the University's Disciplinary Procedures for Students and Codes of Conduct – referring more serious disciplinary issues to the Head Hostel Administration / Associate Director and Head of Student Life.• Manage the response to incidents and emergencies relating to the health, safety, and general wellbeing of students and liaise effectively with the other wardens on campus, the Head Hostel Administration / Associate Director and Head of Student Life and support services, where appropriate and within existing procedures.• Assist the Head Hostel Administration with the admission process of new students.• Establish and maintain appropriate social contact with students.• Provide relevant information about the students whenever it is required.• Offer appropriate first aid support when needed.• Take part in the implementation of fire drills, crime prevention, and health & safety awareness initiatives• Respond to on-site emergencies during out-of- office hours (burst pipes, broken windows, burglaries, locked out of rooms etc.)• Produce an Annual Report for each academic year• Deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.
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				<ul style="list-style-type: none"> • Ensure bullying & ragging-free Hostel. • Surprise rounds of the hostels including surprise checks of the dorms. • Produce written reports to the Head Hostel Administration/ Disciplinary Committee for disciplinary hearings and where necessary, to attend such hearings. • Required to stay in the Hostel during his tenure at the University. <p><u>Desirable Qualification -</u></p> <ul style="list-style-type: none"> • Good written and verbal communication skills • Fair knowledge of English and Hindi languages • Working knowledge of Microsoft word and excel (Computer Knowledge) • Proactive, resourceful and flexible. • Ready to take on responsibilities.
4.	Multi-Tasking Staff (LDC) (On Contract)	2	30000/-	<p><u>Qualification & Experience</u></p> <p>Graduation in any discipline with minimum 3-5 years' experience in a similar capacity in residence school/ college/ University. Excellent working environment, Salary at par with industry standards, higher/lower salary may be considered depending on candidate experience.</p> <p><u>Desirable Qualification</u></p>



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				<p>Knowledge of Computer Application</p> <p>Proficiency in English and Hind and Good Communication skill with an understanding of Local language</p> <p>Skill test Norms on Computer</p> <p>Roles and Responsibility's:</p> <ol style="list-style-type: none">1) Take dictation and notes and later transcribe their notes into documents.2) Record minutes of meeting3) Perform office task such as typing, filing , Answering mails and operation Machine4) Basic Knowledge of Accounts/ Administration/ Examination will be advantages
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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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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: _____

Pin: _____



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10. Experience Details:-

Post / Designation	Organization	Duration		Total Experience (Months / Year)	Salary Drawn (Scale/ Consolidated)	Supportive Document (Annexed)
		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 28/09/24 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 28/09/24 to : jobs@nuslranchi.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 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, The University reserves the right to modify/withdraw/cancel any communication made to the candidate.
10. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.

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