

NATIONAL UNIVERSITY OF STUDY AND RESEARCH IN LAW, RANCHI

Ref:NUSRL/RNC/2026/00169

DATE: 17/03/26

Advertisement for the position of Registrar (Regular/Deputation 01 vacancy,)

The National University of Study and Research in Law (NUSRL), Ranchi was established in 2010 as one of India's premier National Law Universities. Situated on a 67-acre campus in Ranchi, Jharkhand, the University is dedicated to advancing excellence in legal education, research, and scholarship.

Over the past decade, NUSRL has grown into a vibrant institution offering innovative programs in law, social sciences, humanities, and public policy. The University is recognized by the University Grants Commission (UGC) and the Bar Council of India (BCI).

The University invites applications from exceptionally qualified candidates for the post of **Registrar**, to be filled either through **Direct Recruitment** or on **Deputation**.

A. Job Description

S. No.	Name of Post	Registrar (01 vacancy)
1.	Structure	Level 14 as per the 7 th CPC based on the qualifications and experience of the candidate.
2.	Tenure	On <u>Direct Recruitment</u> / <u>On Deputation</u> for a period of 3 years/ 5 Years or till the age of superannuation i.e. 62 years whichever is earlier. It may be renewed/ extended on satisfactory service.
3.	Age Limit	The candidate should not have crossed 55 years as on the last date of submission of applications.
4.	Essential Qualifications	A Postgraduate degree with at least 55% marks or its equivalent grade. <i>Provided</i> , for candidates with benchmark disabilities, the minimum aggregate mark is 50%.
5.	Desirable Qualifications	a. Experience in educational administration, financial and personnel management and capacity to lead the administration in a residential institution AND/OR b. A Doctoral degree from a recognized University AND/OR c. Familiarity and competence with computer software applications. d. Including word and data processing of ERPS systems
6.	Essential	<u>For Direct Recruitment/Contract:</u>

	Experience	<p>Eligibility is according to the following qualifications:</p> <p>1) Master's Degree in Law/ Management with at least 55% of the marks on an equivalent grade in a point scale wherever grading system is followed.</p> <p>2) 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 Associated Professor along with experience in educational administration or</p> <p>3) Comparable experience in research establishment and /or other Institutions of higher education with NET qualification or Ph.d .</p> <p>4) 15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
		<p><u>For Deputation:</u> Officers from Institutions of national importance or Universities /University-level institutions who are holding an analogous post, AND/OR possessing the educational qualifications as prescribed for direct recruitment.</p>
7.	Essential Demonstrable Attributes	<p>Inclusivity An understanding and commitment to an inclusive and open University environment Ability to work with diverse faculty, students and staff and wide range of stakeholders</p> <p>Commitment to ensuring excellence in University services Ensuring excellence in University services</p> <p>Commitment to ensuring compliance A deep understanding of University policies and ensuring Comprehensive compliance with University Regulations and processes</p> <p>Problem solving A proactive approach to identifying issues and implementing Solutions in administrative processes</p> <p>Integrity A high level of integrity and discretion in handling sensitive and Confidential University processes</p>
8.	Desirable Experience and skills	<ul style="list-style-type: none"> ▪ Strong knowledge of Indian higher education regulations and systems ▪ Experience with ERP systems, student information systems, and digital document management.

9	Role and Responsibilities	<p>The Registrar is a whole-time officer of NUSRL, and it is a key administrative position forming part of the University’s leadership team. This role is crucial in upholding the University’s governance, regulatory obligations, and administrative efficiency in accordance with relevant guidelines.</p> <p>The Registrar shall report to the Vice-Chancellor and will be in-charge of the day-to-day administration of the University and will provide administrative support to the Vice-Chancellor.</p> <p>The Registrar may also be appointed as a full-time Professor, as the case may be, at the University, if the Executive Council is satisfied with the candidate’s qualifications.</p> <p>*The Registrar will be eligible for rent-free accommodation on campus (subject to availability) and as per NUSRL Act 2010 & Administrative and Management Regulation 2017.</p> <p>A. Statutory and Governance Functions</p> <p>The Registrar is Ex-officio, Secretary of the Executive Council, the Academic Council and the Finance Committee, and may also be called upon to assume other duties assigned by the Vice-Chancellor.</p> <ul style="list-style-type: none"> ▪ Prepare and maintain minutes and official records of statutory meetings ▪ Ensure implementation of the decisions taken by statutory bodies ▪ NUSRL Act 2010 and <p>B. Administration & Coordination</p> <ul style="list-style-type: none"> ▪ Supervise and coordinate all non-teaching administrative sections including Academic Administration, Campus and Residential Life, Operations, Finance, People and Culture, Legal, and Communications ▪ Play a vital role in facilitating communication between students, faculty, and administrative staff to support the educational mission of the University <p>C. Student and Academic Records</p> <ul style="list-style-type: none"> ▪ Oversee registration, enrollment, examination coordination, and the issuance of transcripts and degrees. ▪ Ensure the secure management and preservation of student academic records ▪ Oversee the creation, maintenance, and security of student academic records and ensure compliance with legal regulations
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B. Selection Process

1. Selection will take place in two parts.
 - a. Part 1 shall consist of review of applications by the University. Upon review of applications, candidates will be shortlisted for the Interview round (Part 2).
 - b. Part 2 will be an interview round where in the Interview Selection Panel shall score candidates out of a total of 50 marks for selection to the post.
2. NUSRL reserves the right to have more than one round of interview either in person or over video conferencing and to conduct independent background checks on the candidates.
3. NUSRL reserves the right to request for references from people who are not listed in the application form but would be familiar with the candidate's previous work.

C. General Conditions

1. The prescribed essential qualifications/experience indicated are the bare minimum required for the role. Mere possession of these qualifications/experience will not entitle the candidate(s) to be called for an interview.
2. The qualifications prescribed in the table above should have been obtained from recognized Universities/ Institutions.
3. Candidates will be required to produce original documents at the time of interview.
4. Where the number of applications received in response to this advertisement is large and it may not be convenient or possible for NUSRL to interview all the candidates, NUSRL reserves the right to restrict the number of candidates to be called for interview to a reasonable limit.
5. Candidates serving in Government/Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit a 'No Objection Certificate' from their current employer at the time of interview, if not submitted earlier.
6. In complete applications, in any form, will not be considered by the University.
7. No correspondence whatsoever will be entertained from candidates regarding the conduct or result of the interview and reasons for not being called for the interview.
8. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post.
9. If information provided in an application is found to be incorrect/false, at any stage of the selection process, the candidature is liable to be cancelled, and any appointment made is also liable to be terminated.
10. NUSRL is an equal opportunity employer, and we value diversity in our institution.
11. The shortlisted candidates will be intimated through email. The University will make all correspondence through email only.
12. NUSRL reserves the right to withdraw the advertisement and not fill the advertised post at any time without assigning any reason.
13. The decision of the University in all matters relating to this post shall be final and binding on all candidates.
14. Any dispute regarding any matter arising pursuant to this advertisement shall be subject to the jurisdiction of courts at Ranchi.
15. Incomplete forms or forms without the required information will not be considered.

Interested individuals are requested to visit the University's website, fill out the Application Form, and along with the necessary certificates in support of their educational qualifications, age, experience, etc., on or before **April 17, 2026 (5:00 PM IST)**. In addition, applicants must send through registered post and also send on email- jobs@nusrlranchi.ac.in (Scanned document) and a hard copy of the Application Form, All Document along with a Demand Draft of **Rs. 1000/-** drawn in favor of "*NUSRL, Ranchi*", payable at Ranchi, to the following address:

National University of Study and Research in Law (NUSRL, Ranchi), Kanke Pithoriya Road, Kanke, Ranchi – 83006, Jharkhand.

For any clarifications in this regard, you may contact the University at:

Email: jobs@nusrlranchi.ac.in

**Assistant Registrar (I/C)
NUSRL, Ranchi**