



National University of Study and Research in Law, Ranchi

Ref: NUSRL/RNC/2026/0169

Date 17/03/26

ADVERTISEMENT FOR NON-TEACHING POSITIONS

SL.No.	Name of the post	No. of Post	Pay Scale	Qualification
1.	Personal Assistant (Contractual)	1 no.	Rs. 60,000/- (consolidated)	<p><u>Qualification & Experience</u></p> <p>Graduation in any discipline with minimum 3-5 years' experience. Excellent working environment, Salary at par with industry standards, higher/lower salary may be considered depending on candidate experience.</p> <p>Must be proficient in English shorthand and in typing. The speed of shorthand would be 100 WPM(word per minute) and typing would be 40 wpm in English on computer with minimum permissible mistake upto 10% .</p> <p>Must be well acquainted with Computer Application.</p> <p><u>Desirable Qualification</u></p> <p>Proficiency in English and Hind and Good Communication skill with an understanding of Local language.</p> <p>Roles and Responsibility's:</p> <p>1) Take dictation and notes and later transcribe their notes into documents.</p>



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				<p>2) Record minutes of meeting</p> <p>3) Perform office task such as typing, filing , Answering mails and operation Machine.</p> <p>4) Knowledge of Accounts /Establishment/ Administration/ Examination/ HR will be advantages</p> <p>Skill Test Norms on Computer:</p> <p>1. The stenography and typing test of candidates would be taken first. Only those candidates who will qualify for the stenography and typing test would be allowed to appear in the Personality Test/ Viva Voca test.</p> <p>2. Merit list will be prepared on the basis of marks obtained in the stenography and the Personality Test/ Viva voca test.</p> <p>3. Candidates must be well acquainted with the computer application</p> <p>Note: The decision of the University in all matters relating to this post shall be final and binding on all candidate and as per NUSRL Act 2010 & Administrative and Management Regulation 2017.</p>
2.	Stenographer	2 nos.	. 40,000/- (Consolidated)	<p>i. Essential Qualifications:</p> <p>1. A Bachelor's Degree in any discipline from any recognised Institute/ University.</p> <p>2. Stenography speed of 80 words per minute (wpm) in English and typing speed of 40 words per minute (wpm) in English on Computer with permissible mistakes up to 05%.</p>



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			<p>3. Hindi stenography knowledge is desirable.</p> <p>4. Take dictation and notes.</p> <p>5. Knowledge of Computer Applications.</p> <p>6. Proficiency in English and Hindi and good communication skills with an understanding of the local language commonly used for communication in Jharkhand.</p> <p>Desirable Qualifications:</p> <p>ii. Translation from Hindi to English and English to Hindi.</p> <p>Skill Test on Computer:</p> <p>Dictation: 10 minutes @ 80 w.p.m.</p> <p>Transcription: 50 minutes English/40 minutes Hindi</p> <p><u>Roles and Responsibilities</u></p> <p>i. later transcribe their notes into documents</p> <p>ii. Record minutes of the meetings</p> <p>iii. Perform office tasks such as typing, filing, answering phones and operating machines.</p> <p>Note: The number of posts may be increased or decreased based on the suitability of the candidates.</p>
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Nagri, PO:Bukru,PS:Kanke, Kanke Pithoria Road,Kanke,Ranchi (Jharkhand) Pin834006

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) State :

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 forth with.

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

ENDORSEMENT BY THE PRESENT EMPLOYER

Name of the Forwarding Authority

Date:

[Signature of the Forwarding Authority with seal]



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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.
- 8.
- 9.
- 10.

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 17/04/26 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 17/04/26 to :jobs@nusrlranchi.ac.in

1. The candidate must also submit their CV along with the hard and softcopies of the form.
2. The candidates eligible strictly according to UGC norms only may apply for the notified posts.
3. The candidates applying for different category of posts shall submit separate application form along with separate application fee 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. 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 pertained.
6. Candidates should send self-attested copies of certificates and mark-sheets from matriculation onwards in support of their qualifications. Originals should not be sent along with the application but these must be produced at the time of interview.
7. The University will **verify** the documents submitted by a candidate at the time of 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.
8. In case of any inadvertent mistake in the process of selection which may be detected any stage even after the issue of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidate.
9. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
10. No correspondence will be entertained regarding postal delays, conduct and result of interview and reasons for not being called for interview etc.,
11. Only shortlisted candidates will be called for interview.

12. The University reserves the right not to fill up any of the vacancies advertised if the circumstances so warrant.
13. The University reserves the right to consider candidates of outstanding merit who may not have applied.
14. The University reserves the right to consider any applicant for lower post than that applied for, subject to the fulfilment of UGC Regulations.
15. The regular posts are subject to confirmation after completion of one-year probation period satisfactorily.
16. Persons in employment should route their application through proper channel.
17. No TA/DA for attending the interview is admissible.
18. Only Application sent by Indian Speed post/ Indian Registered Post and delivered to the university before deadline will be considered.
19. The candidate must also submit their CVs along with the hard and soft copies of the form.