



# NATIONAL UNIVERSITY OF STUDY AND RESEARCH IN LAW, RANCHI

( A State Public University established by Act No. 4 of Jharkhand State Assembly in 2010)

At Nagri, PO- Bukru, Kanke-Pithoria Road, Kanke, Ranchi 834006

ADVT/NUSRL/RNC/PROJECT/APF /JUNE/2025/1128508

June 16, 2025

Vacancy for the post of Accountant and Admin Officer, at NUSRL, APF Project, a field action project NUSRL, Ranchi.

## About NUSRL Ranchi

National University of Study and Research in Law (NUSRL), Ranchi, was established in 2010 through an Act of the Jharkhand State Legislature with the vision to promote excellence in legal education and research.

The University has subsequently been recognized by University Grants Commission (UGC) u/s 22 of the UGC Act of 1956 and also approved U/s 12B by Bar Council of India. The University since its inception in the year 2010 has continuously endeavored towards thriving excellence and producing bright minds in the legal and other associated arenas . Nestled in the serene environment of Ranchi, NUSRL aims to combine traditional legal knowledge with modern approaches to meet the growing complexities of society and governance.

Hon'ble Governor of Jharkhand, is the rector of NUSRL, Ranchi. Hon'ble The Chief Justice High Court of Jharkhand, Ranchi is the Chancellor and Prof. (Dr.) Ashok R. Patil is the Vice-Chancellor of the University. The vision of the university is to emerge as a globally recognized hub of excellence in legal education and research, fostering interdisciplinary innovation, upholding constitutional values, and nurturing leaders who contribute to justice, equality, and sustainable development in India and the world.

## Mission:

To nurture a generation of legal professionals, scholars, and leaders through excellence in education, interdisciplinary research, and community engagement, equipping them to uphold constitutional values and address the challenges of a globalized and technology-driven world.

## Objects of the University

- (i) To advance and disseminate learning and knowledge of law and Conduct or Commission research with a view to promote the proper role of law in national development;*
- (ii) To develop in the student and research scholar a sense of responsibility to society in the field of law by developing skills in regard to advocacy, judicial and other legal services, legislation, law reforms and the like; training to judicial officers and others who are involved in the administration of Justice;*

- (iii) To impart training and to conduct refresher courses for law teachers, judicial officers, advocates and other persons engaged or interested in legal field;*
- (iv) To organize lectures, seminars, symposia and conferences on topics of legal interest;*
- (v) To promote legal knowledge and to make law and legal processes efficient instruments of social development;*
- (vi) To hold examinations and confer degrees, diplomas, certificates and other academic distinctions and to do all such things as are identical, necessary or conducive to the attainment of all or any of the objects of the University.*

*The University shall be open to all persons of either sex, irrespective of race, creed, caste, class or religion.”*

### **About the Project**

National University of Study and Research in Law (NUSRL), Ranchi, is leading a transformative initiative to address prolonged undertrial detention and strengthen legal education for young lawyers in Jharkhand. The state's prisons, operating at 118.8% capacity, house a significant number of undertrial prisoners, many confined for years due to legal representation gaps, bail constraints, and lack of awareness. Additionally, first-generation lawyers, especially from Adivasi and Dalit backgrounds, face limited mentorship, inadequate practical training, and weak exposure to litigation, hampering their ability to represent marginalized communities effectively. To tackle these challenges, the project will provide legal assistance to 400+ undertrial prisoners in Ranchi Central Jail and Khunti Sub Jail, focusing on securing bail and case resolution. Simultaneously, a six-month Continuing Legal Education (CLE) program will equip 175 young lawyers with advanced litigation skills and mentorship, bridging critical gaps in legal practice. The initiative will further drive policy advocacy, engage Undertrial Review Committees (UTRCs), and conduct a district court survey to assess caseload trends. By combining direct intervention, professional development, and systemic reforms, NUSRL aims to advance justice accessibility, foster legal empowerment, and create lasting impact for marginalized communities in Jharkhand.

### **Job Responsibility**

The Accounts & Admin Officer will be responsible for managing financial records, budgeting, procurement, and administrative tasks for the APF-funded project at NUSRL. This role requires strong accounting skills, compliance oversight, and administrative coordination to ensure smooth

operations and financial integrity of the program. This role is critical in ensuring financial transparency, resource optimization, and administrative efficiency for the legal aid project. Candidates may apply for the post of **Accountant and Admin Officer**, (On contract for 1 year to be renewed on annual basis upto 3 years, based on performance and requirements of the project).

**Post: Accountant and Admin Officer (on contract)**

**Nature of appointment:** Contract basis

**No. of Vacancy: 01 Post**

**Contract Period: 1 Year (renewable on annual basis upto 3 years, based on performance appraisal and project requirements)**

**Consolidated salary:** Rs. 35,000/- per month.

**Preferable age:** Preferably under 40 years as on date applying for the post.

**Location: Ranchi, the candidate may require to field visits to project area.**

**The last date for receipt of application: 30<sup>th</sup> June 2025.**

This position requires strategic vision, operational efficiency, and legal sector expertise. This is a full-time position. Candidates residing within Ranchi and Khunti or those able to travel to Ranchi and Khunti for daily/ field work are invited to apply. When required, the selected candidate will also be required to travel to other districts.

**Essential and desirable qualifications and Experience:**

- Bachelor's/Master's degree in Commerce, Accounting, Business Administration, or Finance.
- 1-2 years of experience in financial management, budgeting, and administration (preferably in grant-funded projects).
- Prior work with undertrial prisoners, marginalized communities, or legal awareness programs.
- Proficiency in accounting software, MIS tools, and MS Office.
- Excellent writing skills in English.
- Strong budgeting, compliance, and reporting skills.
- Strong knowledge of financial regulations, taxation, and compliance frameworks.
- Ability to manage multi-stakeholder coordination and administrative workflows.
- This role is critical in ensuring financial transparency, resource optimization, and administrative efficiency for the legal aid project.

**The job requirements include:**

- To work closely with legal aid teams, funders, and institutional partners.
- To Maintain accurate financial records and prepare periodic financial reports.
- To Ensure budget tracking, fund utilization, and grant compliance.
- To Process payments, reimbursements, and financial transactions.
- To Coordinate with auditors and funders for financial reviews and reporting.
- To Manage office operations, procurement, and logistics.
- To Maintain project documentation, contracts, and legal records.
- To Support staff coordination, scheduling, and stakeholder communication.
- To Ensure compliance with institutional policies and government regulations.
- To Prepare monthly financial and administrative reports.
- To Maintain MIS records for tracking project expenditures and resource allocation.
- To Assist in grant reporting and donor communication.
- Any other responsibility or obligation relevant.
- Willingness to travel frequently to field as and when required under the project.

**Application process and interview:**

*The terms listed above may be relaxed in exceptional circumstances. Shortlisted candidates will be invited for a written test and interview. The last date for receipt of applications by email: June 30<sup>th</sup> 2025.*

1. Interested candidates are requested to send their resume and certificates of education and experience to: **To the Registrar, Nagri, PO- Bukru, Kanke-Pithoria Road, Kanke, Ranchi 834006, through Registered /Speed Post only/- .**
2. Candidates will be informed over e-mail and/or phone to appear for the Written Test/ Interview (offline).
3. Note: The selected candidate has to join within one month of intimation of selection.

**Registrar,**

**National University of Study and Research in Law, Ranchi**  
**Important instructions to the candidates**

1. The candidates eligible strictly according to norms only may apply for the notified posts.
2. There is no application fee .
3. The university reserves the right to relax qualification and working conditions of the candidate based on the work experience and to relax age in the case of persons already holding comparable positions in a University/Research Institution of repute.
4. The University reserves the right to consider candidates of outstanding merit who may not have applied for as per the above procedure and not fill up the vacancy advertised.
5. The Application shall be submitted through India Speed Post or Registered Post (Hard Copy) in a prescribed format along with the relevant supporting documents duly self-attested and CV, so as to reach to the Office at – To the Registrar, Nagri, PO- Bukru, Kanke-Pithoria Road, Kanke, Ranchi 834006, by 17 Hours dated 30<sup>th</sup> June 2025.
6. Only those sent by India Speed Post or Registered Post (Hard Copy) will be considered. Application submitted only Online (Via Email etc.) will not be considered.
7. Application form shall be downloaded from the official website of NUSRL <https://nusrlranchi.ac.in/>
8. 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.
9. The candidates applying for different categories of posts shall submit separate application forms along with separate application fee each category in separate envelopes by specifying the same on the top of the envelope.
10. However, the candidate must also submit their scan application forms along with CV to [jobs@nusrlranchi.ac.in](mailto:jobs@nusrlranchi.ac.in) and copy mark to [registrar@nusrlranchi.ac.in](mailto:registrar@nusrlranchi.ac.in).
11. 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.
12. Applications incomplete in any respect and those received after the last date shall not be entertained.
13. Since applications received may be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for

interview.

14. Only shortlisted candidates will be called for an interview. Interview date shall be notified by mail.
15. No correspondence will be entertained regarding postal delays, conduct and result of interview and reasons for not being called for interview etc..
16. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
17. The Post are temporary position/ Contractual , and it does not confer upon the candidate any right/claim for regular appointment or continuance in any post.
18. Persons in employment should route their application through proper channel.
19. No TA/DA for attending the interview is admissible.