



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

ADV/T/NUSRL/RNC/PROJECT/APF /JUNE/2025/1128508

June 16, 2025

Vacancy for the post of MIS, Research and Documentation 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

This position is a critical part of NUSRL's initiative to enhance legal aid access and justice interventions for undertrial prisoners in Khunti and Ranchi. The role focuses on documenting socio-legal interventions, monitoring project implementation, and ensuring effective reporting

and research support for the Azim Premji Foundation (APF)-funded legal aid program. This position involves documentation of the socio-legal interventions being undertaken as part of the access to legal aid and bail project with undertrial prisoners in Ranchi and Khunti districts in Jharkhand ; overseeing timely submission of MIS by the legal and social work fellows; submission of reports , monthly , quarterly, half yearly and annual progress reports to the funder; documentation of cases and undertaking minor research projects; or any other research or documentation related work assigned by project head/ donor.

Candidates may apply for the post of **MIS, Research and Documentation Officer** (On contract for 1 year to be renewed on annual basis upto 3 years, based on performance and requirements of the project).

Post: MIS, Research and Documentation Officer

Nature of appointment: Contract basis

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

No. of Vacancy: 01 Post

Consolidated salary: Rs. 40,000/- per month.

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

Location: Ranchi . The candidate may require field visits field to the project areas as and when required .

The last date for receipt of application: 30th 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 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:

- Master's degree in Law, Public Policy, Sociology or Social Sciences, Data Analytics, or a related field.
- Additional certification or training in research methodologies, data management, or legal documentation is preferred.
- 2–3 years of experience in research, documentation, data analysis, or MIS management.

- Prior work in legal aid, justice-sector projects, human rights research, or policy analysis.
- Experience coordinating reporting frameworks for donor-funded initiatives.
- Expertise in quantitative and qualitative research methodologies.
- Strong proficiency in MIS tools, data visualization, and evidence-based impact assessment.
- Ability to compile case studies, policy briefs, and legal documentation.
- Excellent writing skills in English
- Excellent technical writing and stakeholder engagement abilities.
- Familiarity with criminal justice frameworks, bail procedures, and prisoner rights.
- Strong understanding of grant compliance, reporting requirements, and donor engagement.
- Ability to work with multi-disciplinary teams, including lawyers, social workers, and government officials.
- Strong analytical and problem-solving skills with attention to detail in documentation.
- Familiarity with government schemes, justice-sector reforms, and prisoner welfare programs.

The job requirements include:

- Documentation of ongoing work of the project
- Writing and timely submission of reports to funding agencies, reporting officer.
- Coordinating with the field team to collate data and maintaining the data on monthly basis
Case documentation
- Writing concept notes and proposals to funding agencies
- Writing and posting developments on social media handles of Prayas
- Preparing Project Newsletter and writing reports of research studies conducted by project team.
- Any other responsibility or obligation relevant.
- Willingness to **travel to prisons, courts, and field locations** as needed.

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 30th 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 30th 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 and copy mark to 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.