



NATIONAL UNIVERSITY OF STUDY AND RESEARCH IN LAW, RANCHI



At Nagri, P.O. Bukru, Kanke-Pithoria Road, Kanke, Ranchi – 834006, Jharkhand

Ref. No.: NUSRL/RNC/2026/0825

Date: 15 September 2026

RECRUITMENT NOTICE

Engagement of Project Personnel under Project JAI

(Justice Access Initiative – Legal Aid Representation to Undertrial Prisoners and Continuous Legal Education)

The National University of Study and Research in Law, Ranchi (NUSRL) invites applications from eligible and interested candidates for engagement of Project Personnel under Project JAI (Justice Access Initiative – Legal Aid Representation to Undertrial Prisoners and Continuous Legal Education) for implementation of project activities in Ranchi and Khunti Districts of Jharkhand.

The engagement shall be purely project-based and contractual in nature and shall not confer any right or claim for regular appointment in NUSRL.

Application Fee: No application fee is payable.

1. Details of Positions

Sl. No.	Position	No. of Vacancies*
1.	Program Manager	02
2.	District Coordinator	02
3.	Accountant-cum-Administrative Officer	01
4.	MIS-cum-Documentation Officer	01
5.	Young Lawyer	02
6.	Social Worker	03
	Total	11

*The number of vacancies indicated above is provisional. NUSRL/Project JAI Administration reserves the right to increase or decrease the number of vacancies, including position-wise vacancies, depending upon project requirements, availability of funds, administrative requirements and/or the discretion of the competent authority. No candidate shall have any claim to appointment merely on the basis of the number of vacancies advertised.

2. Nature and Tenure of Engagement



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1. The engagement shall be for an initial period of one year, subject to the terms and conditions of Project JAI.
2. The engagement may be extended/renewed on the basis of satisfactory performance, project requirements, availability of funds and approval of the competent authority.
3. The engagement shall automatically cease upon completion/closure of the project or withdrawal/reduction of project funding, whichever is earlier, subject to the applicable terms of engagement.
4. The engagement is purely temporary and contractual. It shall not create any right, interest or claim for regularisation, absorption or permanent employment in NUSRL.
5. The selected candidates may be required to work in Ranchi and/or Khunti Districts and may be required to undertake field visits, including visits to prisons, the homes of undertrial prisoners, courts, legal services institutions, government offices and other project locations, as required for implementation of the project.
6. The selected personnel shall be required to perform such duties as may reasonably be assigned to them in furtherance of the objectives of Project JAI.
7. The posts are transferable, and the selected candidates may be posted or transferred to any office, project or field location at any place, as may be determined by the NUSRL/Project JAI Administration in the interest of the Project, without any additional allowance on account of such posting or transfer.

3. Indicative Roles and Responsibilities

A. Program Manager – 02 Posts

The Program Manager shall, inter alia:

- coordinate and supervise implementation of Project JAI activities;
- oversee project activities in the assigned districts;
- coordinate with NUSRL, prisons, District Legal Services Authorities, courts, lawyers, social workers and other relevant stakeholders;
- monitor legal aid and access-to-justice interventions for undertrial prisoners;
- supervise and support project personnel and field activities;
- prepare periodic progress reports, work plans and other project documents;
- ensure timely submission of reports and project deliverables;
- assist in organising training programmes, workshops, CLE programmes and awareness activities;
- upload and update relevant data in the MIS; and
- undertake any other project-related responsibilities assigned by the competent authority.

B. District Coordinator – 02 Posts

The District Coordinator shall, inter alia:



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- coordinate Project JAI activities at the district level;
- facilitate coordination with prisons, DLSA, courts, legal aid lawyers and other stakeholders;
- monitor field-level legal aid interventions;
- coordinate visits and activities relating to undertrial prisoners;
- maintain records of project activities;
- assist in identification and resolution of implementation-related issues;
- prepare district-level reports and updates;
- upload and update relevant data in the MIS; and
- perform other duties assigned by the Project Administration.

C. Accountant-cum-Administrative Officer – 01 Post

The Accountant-cum-Administrative Officer shall, inter alia:

- maintain project accounts and financial records;
- assist in preparation of bills, vouchers, statements and utilisation-related documents;
- maintain project-related financial and administrative records;
- assist in budget monitoring and expenditure tracking;
- maintain supporting documents for project expenditure;
- assist in procurement and administrative processes in accordance with applicable rules;
- facilitate audit and financial reporting; and
- perform other financial and administrative duties assigned by the Project Administration.

D. MIS-cum-Documentation Officer – 01 Post

The MIS-cum-Documentation Officer shall, inter alia:

- maintain project databases and MIS;
- collect, compile, verify and analyse project-related data;
- maintain digital and physical documentation;
- prepare periodic MIS and statistical reports;
- ensure proper record-keeping and data management;
- assist in preparation of presentations, reports and project documentation;
- maintain confidentiality and security of project data; and
- perform other documentation/MIS-related duties assigned by the Project Administration.

E. Young Lawyer – 02 Posts

The Young Lawyer shall, inter alia:

- assist in legal aid and legal representation-related activities under Project JAI;
- facilitate access to legal assistance for undertrial prisoners;



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- assist in case identification, case tracking and follow-up;
- coordinate with legal aid lawyers, DLSA and relevant judicial/institutional authorities;
- assist in legal awareness and CLE programmes;
- undertake prison/court visits as required;
- maintain appropriate case-related records and documentation;
- upload and update relevant data in the MIS; and
- perform other legal/project-related duties assigned by the Project Administration.

F. Social Worker – 03 Posts

The Social Worker shall, inter alia:

- undertake field visits and interaction with undertrial prisoners and relevant stakeholders;
- assist in identifying social, familial and rehabilitation-related concerns;
- facilitate communication with families and relevant institutions, where required;
- assist in referral and linkage with appropriate welfare/legal services;
- support legal aid and access-to-justice interventions;
- maintain appropriate field records and reports;
- participate in awareness, outreach and capacity-building activities;
- upload and update relevant data in the MIS.
- perform other project-related duties assigned by the Project Administration.

4. Educational Qualifications and Experience

The detailed essential and desirable qualifications, experience, age limit and remuneration/honorarium for each position shall be as prescribed by the approved norms of Project JAI/NUSRL and shall be specified in the detailed position-wise eligibility schedule/Annexure to this advertisement.

Candidates are advised to carefully verify their eligibility for the post applied for before submitting their application.

Suggested position-wise eligibility schedule as follows:

Position	Essential Qualification	Desirable Experience
Program Manager	Graduate/Postgraduate degree in Law/ Social Sciences/Public Policy/ Management or relevant discipline	Experience in project management, access to justice, legal aid, prison reform or related field
District Coordinator	Graduate/Postgraduate degree in Law/Social Sciences or relevant discipline	Field/project coordination experience
Accountant-cum-	Graduate degree in	Experience in accounting,



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Position	Essential Qualification	Desirable Experience
Administrative Officer	Commerce/Finance/Accounting or relevant discipline	administration and project financial management
MIS-cum-Documentation Officer	Graduate/Postgraduate degree in relevant discipline with computer/MIS proficiency	Experience in MIS, data management, documentation and reporting
Young Lawyer	LL.B. degree and enrolment/eligibility to practise as per applicable law	Experience in legal aid, litigation, prison visits or access-to-justice work
Social Worker	Degree in Social Work/Social Sciences or relevant discipline	Experience in field work, community engagement, prison/social welfare work or related areas

5. Remuneration

The selected candidates shall be paid monthly remuneration/honorarium as mentioned below. No additional allowance shall be admissible except those specifically approved under the project terms.

Sl. No.	Position	Remuneration/Honorarium per Month
1.	Programme Manager	₹55,000/-
2.	District Coordinator	₹44,000/-
3.	Accountant	₹38,500/-
4.	Young Lawyer	₹44,000/-
5.	Social Worker	₹33,000/-
6.	MIS and Documentation Officer	₹44,000/-

6. Age Limit

The minimum age of the applicant shall be **21 years** and the maximum age shall be **50 years**, as on the last date of submission of the application.

The competent authority may provide relaxation in the upper age limit in accordance with applicable norms.



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7. Selection Process

1. Applications received within the prescribed time shall be scrutinised for eligibility.
2. Mere fulfilment of the minimum eligibility criteria shall not confer any right to be called for the selection process.
3. NUSRL/Project JAI Administration reserves the right to shortlist candidates on the basis of qualifications, experience, suitability and project requirements.
4. Shortlisted candidates may be required to appear for a written test, skill test, interview, interaction or any combination thereof, as decided by the competent authority.
5. The date, time and venue/mode of the selection process shall be communicated to shortlisted candidates through the appropriate mode.
6. No TA/DA shall ordinarily be payable for appearing in the selection process.
7. The decision of the competent authority regarding eligibility, shortlisting, selection and appointment shall be final, subject to applicable rules.

8. Application Procedure

Interested candidates shall submit their applications in the prescribed format along with:

- recent passport-size photograph;
- updated CV/resume;
- proof of age;
- educational qualification certificates and mark sheets;
- experience certificates, wherever applicable;
- professional registration/enrolment certificate, wherever applicable;
- category certificate, wherever applicable;
- identity/address proof as prescribed; and
- any other document specified in the detailed application instructions.

Application shall be submitted through registered/speed post addressed to The Registrar NUSRL, Ranchi, At: Nagri, PO: Bukru, PS: Kanke, Kanke-Pithoria Road, Kanke, Ranchi, Jharkhand, **PIN: 834006**. Soft copy of the application and all relevant documents must be sent to the jobs@nusrlranchi.ac.in, on or before 23th September, 2026. The **last date for receipt of hardcopy of the applications is 30 September 2026 (Wednesday)**. Applications received after the prescribed deadline or incomplete applications may not be considered.

9. General Terms and Conditions

1. Candidates must satisfy the prescribed eligibility criteria as on the last date of submission of application.
2. Candidates are advised to ensure that all information furnished in the application is correct and complete.



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3. Any suppression of facts, misrepresentation or submission of false/fabricated documents shall result in rejection of candidature/termination of engagement, as applicable.
4. The selected candidate may be required to produce original certificates/documents at the time of selection/joining for verification.
5. NUSRL/Project JAI Administration reserves the right to:
 - increase or decrease the number of vacancies;
 - not fill any or all of the advertised positions;
 - cancel or modify the recruitment process, wholly or partially;
 - shortlist candidates in accordance with project requirements;
 - prescribe additional selection criteria where necessary; and
 - modify the schedule or other conditions of recruitment in the interest of the project.
6. No correspondence shall ordinarily be entertained regarding shortlisting or non-selection.
7. The selected candidate shall be required to comply with the rules, policies, code of conduct and administrative directions applicable to Project JAI/NUSRL.
8. The selected personnel may be required to work beyond normal office hours and/or on holidays where necessary for project-related activities, particularly field visits, prison visits, training programmes, workshops or other project events.
9. Project personnel shall maintain strict confidentiality regarding case records, prisoner information, personal data, legal matters, institutional records and other confidential information accessed during the course of their engagement.
10. The selected personnel shall not make any public statement or disclose project-related confidential information without prior authorisation from the competent authority.
11. The engagement may be terminated in accordance with the terms of the contract/engagement letter, including in cases of unsatisfactory performance, misconduct, breach of confidentiality, violation of project rules or other valid administrative reasons.
12. The University shall not be responsible for postal delays or technical problems resulting in non-receipt of an application within the prescribed period.
13. Candidates should regularly check the NUSRL website for updates, notices, corrigenda, interview schedules and other communications relating to the recruitment.
14. Any dispute relating to the recruitment/engagement shall be subject to the jurisdiction of the competent authorities/courts having jurisdiction over Ranchi, Jharkhand, subject to applicable law.
15. Applicants are required to attach a letter of reference/recommendation from a reputed person of standing, preferably someone familiar with the applicant's academic, professional, or relevant work.

10. Important Note Regarding Vacancies

The number of posts/vacancies indicated in this advertisement is provisional and may increase or decrease at the discretion of NUSRL/Project JAI Administration depending upon project requirements, availability of funds, administrative exigencies and approval of the competent



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authority. NUSRL/Project JAI Administration also reserves the right to fill or not to fill any or all of the advertised positions without assigning any reason.

11. Website and Contact

Detailed information regarding:

- position-wise qualifications and experience;
- remuneration;
- application form/procedure;
- documents required;
- selection process;
- important dates; and
- other terms and conditions

shall be available on the Announcement Section of the NUSRL website.

Website: www.nusrlranchi.ac.in

Sd/-
The Registrar
National University of Study and Research in Law, Ranchi

For Any Clarification Contact:-

Aman Kumar Burnawal
Program Manager
Project JAI
Ph No 7280905332

Simran Khanna
District Coordinator
Project JAI
Ph No. 9210764058