NALSAR University of Law
Hyderabad

ADVERTISEMENT FOR CONTRACTUAL POSITIONS

13-07-2021

NALSAR University of Law, Hyderabad a premier institute in Law and Management recognized by the University Grants Commission as Category-I University invites applications for the following contractual positions with consolidated pay:

1) **Junior Assistant (Accounts)**
    Graduate in any subject from a recognized University having adequate knowledge in computer applications. The candidate should be fully conversant with MS Word, MS Excel, MS Powerpoint, etc.

    - Preference would be given to Graduates with 1st class Degree in B.Com and knowledge of operating Accounting packages like Tally, etc.
    - Preference would be given to candidates having a minimum of two years of relevant work experience.
    - Additional preference would be given to candidates with fluency in English both written and oral.

2) **Junior Assistant**
    Graduate in any subject from a reputed University having adequate knowledge in computer applications. The candidate should be fully conversant with MS Word, MS Excel, MS Powerpoint, etc.

    - Preference would be given to Graduates with 1st class Degree and having fluency in English language both written and oral.
    - Additional preference would be given to candidates having good typewriting skills in English.
    - Preference would be given to candidates having a minimum of two years of relevant work experience.

3) **Junior Stenographer**
    Graduate in any subject from a recognized University with Shorthand Lower in English and Typewriting Higher in English. Candidates must be computer proficient. The candidate should be fully conversant with MS Word, MS Excel, MS Powerpoint, etc.

    - Preference would be given to Graduates with 1st class Degree and having fluency in English language both written and oral.
    - Preference would be given to candidates having a minimum of two years of relevant work experience.

4) **Technical Assistant – Networking (Junior Assistant level)**
Graduate in B.Tech/B.Sc. in Computer Science and Engineering/Information Technology with Cisco Certified Network Associate Routing & Switching (CCNA) Certificate.

Preference would be given to candidates having a minimum of two years of relevant work experience.

Job description
- Extensive knowledge of network operating systems, including Solaris, Linux, and Windows
- Profound understanding of LAN and WAN management and maintenance protocols
- Strong familiarity with network analysis and management tools
- Excellent ability to work well with others and independently as necessary
- Ability to work on flexible schedules

5) **Technical Assistant - Audio Video recording and Editing (Junior Assistant level)**
Graduate in B.Tech/B.Sc. in Computer Science and Engineering/Information Technology with Advance Diploma in Audio-Visual training in Central/State Govt. recognised institutions.

Preference would be given to candidates having a minimum of two years of relevant work experience.

Job description
- Maintaining and troubleshooting audio, video and lighting equipment
- Preparing and positioning audio, video and lighting equipment for broadcasts and recordings
- Connecting, tuning, and configuring AV setups to ensure high-quality broadcasting
- Operating software to control AV technologies
- Preparing teleprompters with scripts
- Monitoring live feeds to ensure quality
- Finding effective means to store and transport AV equipment as and when it is needed

6) **Record Assistant**
Candidates with Matriculation and having atleast five years of experience in a reputed University / Institution in the support management service.
- Preference would be given to candidates having fluency in English language both written and oral.

APPLICATION FEE:
An application fee of Rs. 500/- shall be paid by way of NEFT / RTGS as follows in favour of **'Registrar, NALSAR'** and the payment reference number should be provided in the application form:

Current Account No.	:	768053142
Name of the Bank & Branch	:	Indian Bank, Shameerpet Branch
IFSC Code	:	IDIB000S166

Application fee is not refundable under any circumstances.

SALARY:

Salary is negotiable and will not be a constraint for qualified and well experienced candidates.

HOW TO APPLY:

Candidates should apply in the prescribed application form which can be downloaded from the University website www.nalsar.ac.in along with detailed bio-data and relevant copies of certificates and the same should be sent to the 'Registrar, NALSAR University of Law, Justice City, Shameerpet, Medchal Dist. 500101, Telangana' latest by **27-07-2021.**

GENERAL INFORMATION:

1. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him / her for being called for interview. The University reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed; or by any other condition that it may deem fit. Those who are possessing higher qualifications will be given preference in short-listing the candidates. The University may constitute a Screening Committee to scrutinize the applications and short-list the candidates. Call letters for test / interview will be sent only to the short-listed candidates and no correspondence will be made with applicants who are not short-listed.
2. Everything being equal, preference would be given to females and younger candidates.
3. It would be open to the University to consider the names of suitable persons who may not have applied, but recommended by experts in their respective fields.
4. The University will have the right to relax any of the qualifications, experience etc.
5. University reserves the right to fill or not to fill any of the above positions. The University may consider one or more positions against notified posts depending on the requirement of the University.
6. Canvassing in any form on behalf of any candidate will disqualify such a candidate.
7. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview. The University may utilize written test / skill test as method of selection.
8. Incomplete applications in any respect shall not be considered at all.
9. No interim queries regarding test / interview / selection will be entertained.
10. University will not be responsible for any postal delay at any stage.
11. In case of any disputes / suits or legal proceedings against the University, the Jurisdiction shall be restricted to the Courts in Hyderabad, which is the Headquarters of the University.

REGISTRAR

NALSAR University of Law, Hyderabad

Justice City, Shameerpet, Medchal. 500 101.
Ph : 040 – 23498104 / 105 / 164

Application form for the post of _____

| LAST DATE FOR RECEIVING THE COMPLETED FORM : *July 27, 2021* |

1. **Name:** _____

    (in capitals)

2. **Date of birth: Date:_____ Month:_____ Year:_____**

3. **Nationality: _____ Do you belong to any special category. SC / ST/ OBC /PWD**

    (If yes indicate) _____

4. **Address for correspondence:**

    _____

    _____

    _____**PIN:** _____

    Phone: Area Code: _____ Number:_____ Mobile Number:_____

    Email: _____

5. **Educational Qualifications (Enclose documentary evidence):**

Course	Board/ University	Year of Passing	Class/Division	Percentage	Subjects

6. **Technical Qualifications (Enclose documentary evidence):**

Course	Board/ University	Year of Passing	Class/Division	Percentage

7. Experience (start from the current position) (Enclose documentary evidence)

Organization	Designation	Responsibilities	Dates	
			From	To

8. **References:**

Referee 1: Name and address	Referee 2: Name and address
Ph:	Ph:
Email :	Email :

DECLARATION

The information furnished above is true to the best of my knowledge.

Date:_____   Signature: _____

Encl: 1. NEFT/ RTGS Reference No._____ Date _____ Bank _____
             2. Copy of detailed Bio-data
             3. Copies of relevant certificates (Education, Experience, etc.)