**QUALIFICATIONS & EXPERIENCE REQUIRED FOR THE POST OF**

**MULTI TASKING STAFF**

**“Candidates with 10th pass or equivalent from recognized Board / Institution. Preference will be given to candidates having at least five years of experience in a reputed University / Institution / Government / Defence in the support management service and also having valid LMV / HMV driving license”**

Nature of duties in brief : Indicative duties and responsibilities of the Multi Tasking Staff are as follows :

1. **Physical maintenance of records of section**
2. **General cleanliness and upkeep of the Section**
3. **Carrying of files and other papers within the building**
4. **Photocopying, sending of Fax, etc.**
5. **Delivering the Dak (inside and outside the Section/Unit)**
6. **Watch & Ward duties**
7. **Opening and Closing duties**
8. **Jobs related to proficiency of the post**
9. **Operating and Maintenance of Electrical and Mechanical equipment & vehicles**
10. **Any other work assigned by the superior authority**

**No. of Vacancies : Male – 2 positions;**

**Female – 2 positions**

**APPLICATION FEE:**

An application fee of Rs. 250/- shall be paid by way of demand draft drawn in favour of **‘Registrar, NALSAR University of Law’** payable at Hyderabad and should be attached alongwith the application form. Application fee will not be refundable.

**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](http://www.nalsar.ac.in) along with detailed bio-data and application fee and the same should be sent to the ‘Registrar, NALSAR University of Law, Post Box No. 1, Justice City, Shameerpet, R.R. Dist. 500 101, Telangana’ latest by **30-11-2016.**

**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. 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.
3. The University will have the right to relax any of the qualifications, experience etc.
4. Canvassing in any form on behalf of any candidate will disqualify such a candidate.
5. The shortlisted candidates are required to appear for a written test.
6. 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.
7. Incomplete applications in any respect shall not be considered at all.
8. No interim queries regarding test / interview / selection will be entertained.
9. University will not be responsible for any postal delay at any stage.
10. 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.

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**NALSAR University of Law, Hyderabad**



P.B.No.1, Justice City, Shameerpet, R.R. Dist. 500 101.

Ph : 040 – 23498104 / 115 Fax: 040-23498365

**Application form for the post of MULTI TASKING STAFF**

|  |
| --- |
| ***LAST DATE FOR RECEIVING THE COMPLETED FORM : November 30, 2016*** |

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(in capitals)

1. Date of birth: Date:\_\_\_\_\_\_\_\_\_ Month:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year:\_\_\_\_\_\_\_
2. Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Do you belong to any special category.

(If yes indicate)

1. Address for correspondence:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: Country code:\_\_\_\_\_\_\_\_ Area Code: \_\_\_\_\_\_\_\_ Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax: Country code:\_\_\_\_\_\_\_\_\_\_ Area Code: \_\_\_\_\_\_\_\_ Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Educational Qualifications (Enclose documentary evidence):

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

1. 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 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. 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.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Encl: 1. D.D No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Copy of C.V.