

NALSAR UNIVERSITY OF LAW, HYDERABAD
Justice City, Shameerpet, Medchal District – 500101
The Square Circle Clinic

February 16, 2026

NOTE

Subject: Approval Request – Hiring of Office Assistant for TSCC Pune Office

The Square Circle Clinic, NALSAR University of Law seeks approval to engage one Office Assistant for the TSCC Pune Office as a replacement hire.

The responsibilities of this position include handling basic office operations such as photocopying, scanning, document management, running errands, coordination of meetings and logistics, and maintaining the office premises in a clean, organised, and presentable manner.

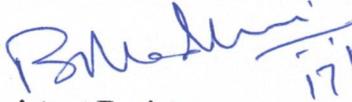
The proposed consolidated salary for the position is Rs. 20,000 per month.

We kindly request your approval to initiate the hiring process and to upload the vacancy advertisement on Devnet. The estimated advertisement charges on Devnet are approximately Rs. 4,000 plus applicable taxes.

Thank you.



Anup Surendranath
Professor of Law
Executive Director, The Square Circle Clinic
NALSAR University of Law


17/2/2026

Assistant Registrar



Registrar



Vice Chancellor