



Advertisement for Non-teaching contractual positions

Advertisement No. NLUJAA/PER/C-NTS/2014/001

Applications are invited for the following posts on contractual basis.

Last date of receipt of applications: 28th November 2014.

Sl No.	Name of Post	Number of post(s), Salary and Qualifications
1	Assistant Engineer (Civil)	<p>Number of Posts: 1(one)</p> <p>Essential Qualification:</p> <p>B.E./B.Tech. in Civil Engineering with a minimum of 5 years working experience in the field. Junior Engineers working in any Government Department for five years or more may be taken on deputation or retired Junior Engineer/Assistant Engineer may also be considered.</p> <p>Preferable:</p> <p>Capability to supervise the construction works of the University, quality testing etc. Conversant to APWD and CPWD code/rules. Must have the skills of a business manager; knowledge of government rules and procedures.</p> <p>Desired age limit: Below 38 years; in case of deputation below 50 years.</p> <p>Salary: Rs. 30,000/- p.m. (consolidated)</p>
2	Lady Warden-cum- Matron	<p>Number of Posts: 1(one)</p> <p>Essential Qualification:</p> <p>B.Sc. (Nursing) from a recognized Institute/College/University. Three years' experience in nursing. Good command over English, Assamese with good organizational and interpersonal skills.</p> <p>Job Responsibilities:</p> <p>Implement the standard operating procedures for hostel management. Maintain normal function and discipline in the Girls' hostel. In addition, she is to assist to the Doctors in University Health Centre. All other duties as assigned in the areas of General Administration, Health and Emergencies, Mess, Sanitation, Security etc.</p> <p>Desired age limit: Below 38 years.</p> <p>Salary: Rs. 25,000/- p.m. (consolidated)</p>

3	Cook-cum-Bungalow Peon	<p>Number of Posts: 1(one)</p> <p>Essential Qualification:</p> <p>HSLC passed. Three years' experience in cooking/catering services in educational institutions/guest house, reputed hotels, restaurants and similar facilities.</p> <p>Preferable:</p> <p>ITI Trade Certificate in Bakery & Confectionery (1 year duration); Experience in preparation of vegetarian and non-vegetarian food items, both of South Indian/North Indian cuisine and Continental cuisine.</p> <p>Desired age limit: Below 38 years</p> <p>Salary: Rs.9, 500/- p.m. (consolidated)</p>
4	Driver-cum-Attendant	<p>Number of Posts: 1(one)</p> <p>Essential Qualifications:</p> <p>HSLC passed with valid up-to-date Professional Four Wheeler driving license (light).</p> <p>Desired age limit: Below 38 years. Non-alcoholic.</p> <p>Salary: Rs.10,350/- p.m. (consolidated)</p>

GENERAL CONDITIONS

1. **Applicants must apply on prescribed format available on website (<http://www.nluassam.ac.in>).** Applications received in any other format other than the prescribed form will be rejected. Filled in Application form with attested copies of all relevant documents should be sent to the Deputy Registrar, NLUJAA, B.K. Kakati Road, Opp. SBI South Ghy. Branch, Ulubari, Guwahati -781007.
2. The envelope should be **super-scribed** as "Application for the post of <--name of the post -->".
3. E-mail addresses of the candidates (if any) must be mentioned in the proper place of the Application Form
4. **Only shortlisted candidates will be called for interview.** The University reserves it's right to place reasonable limit on the total number of candidates to be called for interview. Fulfillment of essential qualifications per se does not entitle a candidate to be called for interview.
5. Stringent criteria may be applied for short-listing the candidates to be called for interview.
6. The University reserves the right to relax any requirements of experience and age for exceptional candidates, especially for those from reputed educational/research Institution and having a good track record;
7. The University reserves the right to withdraw any advertised post at any time without assigning any reason. The right is also reserved with the university either to fill or not to fill the post and its decision in this regard shall be final.

8. The University reserves the right to modify/cancel/withdraw any communication made to the candidates(s), even after appointment, if this has been the result of some inadvertent mistake either in the advertisement or the recruitment process which may have been detected at a different stage;
9. The University reserves the right to disqualify any candidate who may have been shortlisted based on wrong information provided by the candidate. Persons who may be selected/appointed based on wrong information supplied by the candidate may be terminated at any stage;
10. The application form duly filled in the prescribed form must reach the office of the Deputy Registrar on or before the **last date** at the under-mentioned address. Applications received after this date shall not be included in the selection process. **Applications received through emails will not be considered.**
11. Applicants serving in Government/Semi-Government organizations/Public Sector Undertakings/Autonomous Bodies must send their applications **Through Proper Channel**. The applications received without the recommendations of the employers will not be considered. However, an advance copy of application may be sent followed by the original application through proper channel.
12. Candidates shall have to produce original documents at the time of appearing in Interview.
13. Canvassing in any form may lead to cancellation of candidature.
14. **Incomplete applications** or without relevant supporting enclosures (self-attested copies of degree/certificates/marks sheets/experience certificate, etc.) will be **rejected at the threshold**.
15. Two copies of photographs and a Demand Draft of Rs. 500/- (Five Hundred) for General candidates and Rs. 250/- (Two Hundred Fifty) for SC/ST/PWD candidates for the posts of Assistant Engineer and Lady Warden-cum-Matron. For the posts of Cook-cum-Bungalow Peon and Driver-cum-Attendant a Demand Draft of Rs. 200/- (Two Hundred) for General candidates and Rs. 100/- (One Hundred) for SC/ST candidates drawn in favour of “ The Registrar, National Law University and Judicial Academy, Assam” payable at Guwahati shall have to be enclosed as application fee with the application form.
16. The positions will be recruited purely on temporary and contractual basis for an initial period of one year or till the time posts are filled up permanently by the university.

Sd/-

Dy. Registrar (Finance)