



National Law University and Judicial Academy, Assam

Hajo Road, Amingaon, Kamrup, Guwahati-31 (Assam)

No. NLUJAA/ADMIN/F/COMMNC/2023/34/398

Date: 07.07.2026

ADVERTISEMENT

Applications are invited from interested and eligible candidates for engagement, on a **purely contractual basis**, for the following positions at the National Law University and Judicial Academy, Assam.

1. Details of Positions:

Sl. No.	Name of the Post	No. of Posts	Consolidated Remuneration
1	ANM/GNM Nurse (Contractual)	01	Pay negotiable based on experience and qualification (As per University norms)
2	Hostel Warden (Boys' & Girls' Hostels) (Contractual)	02 (1- Girls' Warden & 1-Boys' Warden)	

2. Essential Qualifications and Experience

A. ANM/GNM Nurse (Contractual)

➤ Essential Qualification:

- GNM / B.Sc. Nursing course passed from any nursing school / recognized institution and registered with "Assam Nurses" Midwives' and Health Visitors' Council"

OR

- ANM nursing course passed from any nursing school / recognized institution and registered with "Assam Nurses' Midwives' and Health Visitors' Council"
- **AGE LIMIT:** 25 Years to 55 Years

➤ Experience:

- Minimum 2 years of post-qualification experience in a Government/Private Hospital, Educational Institution, University Health Centre, Clinic, or other recognized healthcare facility.

➤ Desirable

- Experience in providing healthcare services to students or young adults.
- Ability to handle medical emergencies, first aid, and minor ailments independently.
- Experience in health awareness programmes, vaccination drives, and preventive healthcare.
- Knowledge of maintaining patient records and basic computer applications.
- Good communication, counselling, and interpersonal skills.

➤ **Key Responsibilities**

- Provide first aid and primary healthcare to students, faculty, and staff.
 - Attend to medical emergencies and coordinate referrals to hospitals when required.
 - Maintain the University Health Centre and medical records.
 - Assist in organizing health camps, immunization programmes, and health awareness initiatives.
 - Ensure availability and proper maintenance of medicines and medical equipment.
 - **The selected ANM/GNM Nurse shall be required to stay on the University campus, as and when required, to attend to medical emergencies and student healthcare needs. Accommodation shall be arranged by the University in the Girls' Hostel for such periods.**
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B. Hostel Warden (Boys' & Girls' Hostels) (Contractual)

➤ **QUALIFICATIONS AND OTHER CONDITIONS FOR WARDEN:**

- At least graduate in any discipline
- Experienced in hostel administration in Universities/Educational Institutions with minimum 3-5 years' experience.
- Functional knowledge of English, Hindi, and Assamese Languages with good organisational and interpersonal skills.

➤ **Desirable:**

- Good administrative, communication, and interpersonal skills.
- Ability to manage student welfare and hostel discipline.
- Basic knowledge of computer applications.

➤ **Key Responsibilities:**

- Supervise the day-to-day administration of the hostels.
- Ensure discipline, safety, cleanliness, and maintenance of the hostel premises.
- Coordinate with students, parents, and University authorities regarding hostel-related matters.
- Ensure that the students coming from different parts of the country learn to live together and strengthen their relations with mutual cooperation and goodwill.
- Maintain hostel records, occupancy registers, and inventories.
- Assist in the implementation of hostel rules and regulations.
- Perform any other duties assigned by the competent authority.

➤ **AGE LIMIT:** Not below 30 Years and not above 55 Years. Salary will depend upon experience and qualification on consolidated basis per month.

3. General Terms and Conditions

1. The engagement shall be **purely contractual** and shall not confer any right for regular appointment or absorption in the University.
2. The initial period of engagement shall be for **one (01) year**, which may be extended based on the performance of the incumbent and the requirements of the University.
3. The selected candidates shall be governed by the rules, regulations, and policies of the University as applicable from time to time.
4. The University reserves the right to increase or decrease the number of vacancies, modify the eligibility criteria, or cancel the recruitment process without assigning any reason.
5. Mere fulfilment of the prescribed qualifications and experience shall not entitle a candidate to be called for a written test/interview or guarantee selection.
6. The decision of the University in all matters relating to the selection process shall be final and binding.

4. Application Procedure

Interested candidates shall submit their duly filled-in application along with:

- Duly filled-in prescribed application form, available on the University website.
- Self-attested copies of educational certificates and mark sheets;
- Experience certificates;
- Registration certificate (for ANM/GNM Nurse);
- Proof of age; and
- Any other relevant supporting documents.

The application should reach the Office of the Registrar, National Law University and Judicial Academy, Assam, Hajo Road, Amingaon, Kamrup, Guwahati – 781031 on or before the last date prescribed in this advertisement.

Only shortlisted candidates will be contacted for the selection process.

5. Important Dates

- **Date of Advertisement:** 07.07.2026
- **Last Date for Submission of Applications:** 17.07.2026

Sd/-
Registrar
NLUJA, Assam