

ADVERTISEMENT FOR RECRUITMENT

No. APF01/26//399

Date: 10 July, 2026

National Law University and Judicial Academy (NLUJA), Assam invites applications for contractual positions under its **Continuing Legal Education (CLE)** and **Lawyer Fellowship Programmes**.

The programmes aim to strengthen theoretical and clinical legal education through structured mentorship and practical courtroom exposure, particularly for young lawyers from vulnerable and marginalised backgrounds, including Scheduled Tribes (Hill/Plains) and other socially and economically disadvantaged communities. The initiative also includes a one-year fellowship programme for lawyers with a minimum of two years' standing at the Bar.

Applications are invited for the following positions:

Post: Programme Coordinator (Continuing Legal Education & Lawyer Fellowship Programme)

Number of Positions: 2

Nature of Appointment: Contractual

Contract Period: One year, renewable annually up to three years based on satisfactory performance and continuation of the project

Place of Posting: National Law University and Judicial Academy, Assam, Amingaon, Guwahati

Remuneration: ₹60,000/- per month (consolidated)

Age: Preferably below 40 years on the closing date of application.

About the Position

The Programme Coordinator shall be responsible for the day-to-day planning, implementation, monitoring and coordination of the Continuing Legal Education (CLE) and Lawyer Fellowship Programme across Assam, Nagaland and Arunachal Pradesh. The position requires extensive coordination with faculty members, mentors, lawyers, district bar associations, partner organisations and funding agencies. The incumbent will also oversee programme logistics, documentation, reporting, participant engagement and field implementation.

The position is primarily managerial in nature and requires strong organisational, communication and project management skills, together with an understanding of legal education and the justice system.

Essential Qualifications

1. Bachelor's Degree in Law (LL.B.) from a recognized University.
2. Excellent written and oral communication skills in English.
3. Proficiency in MS Office applications, digital documentation, spreadsheets and virtual meeting platforms.

Desirable Qualifications

Preference shall be given to candidates possessing one or more of the following:

1. Master's Degree in Law, Management, Public Administration, Public Policy, Development Studies or allied disciplines.
2. Experience in Continuing Legal Education, clinical legal education, professional training programmes or capacity-building initiatives.
3. Familiarity with project budgeting, procurement, financial monitoring and compliance requirements.
4. Working knowledge of Assamese or any other language spoken in the North-Eastern Region.
5. Demonstrable experience in planning, coordinating and implementing programmes involving multiple stakeholders, preferably in the fields of legal education, access to justice, legal aid, judicial administration, capacity building, public policy, higher education, or externally funded institutional projects.
6. Demonstrated ability to coordinate with academic institutions, members of the Bar, judicial institutions, government departments, civil society organisations, funding agencies or similar stakeholders, including experience in programme administration, documentation, reporting and event management.

Key Responsibilities

The selected candidate shall, inter alia:

- 1) Coordinate implementation of the Continuing Legal Education and Lawyer Fellowship Programme.
- 2) Liaise with faculty members, mentors, Fellows, participants, district bar associations and partner institutions.
- 3) Prepare programme schedules, training calendars and field visit plans.
- 4) Coordinate logistics relating to workshops, residential programmes and online sessions.
- 5) Monitor programme progress and maintain participant databases and records.
- 6) Prepare periodic reports, documentation and project updates for the University and funding agency.
- 7) Assist in financial and administrative coordination of programme activities.
- 8) Coordinate outreach, participant mobilization, and communication with stakeholders.
- 9) Perform such other duties as may be assigned by the University from time to time.
- 10) Willingness to undertake extensive travel within Assam, Nagaland and Arunachal Pradesh and other north-eastern states.

Post: Research Associate (Continuing Legal Education & Lawyer Fellowship Programme)

Number of Positions

01 (One)

Nature of Appointment

Contractual

Contract Period

One year, renewable annually up to three years, subject to satisfactory performance and continuation of the project.

Place of Posting

National Law University and Judicial Academy, Assam, Amingaon, Guwahati.

Remuneration

₹50,000/- per month (Consolidated)

Age

Preferably below 40 years as on the closing date of application.

About the Position

The Research Associate shall support the design, implementation, monitoring and evaluation of the Continuing Legal Education (CLE) and Lawyer Fellowship Programme. The position involves legal and empirical research, preparation of reports, documentation of programme activities, analysis of field data, development of training materials, monitoring programme outcomes, and assisting the University in evidence-based programme implementation.

The position requires strong legal research and analytical abilities together with excellent writing skills, documentation experience and the ability to undertake field-based assignments within the project area.

Essential Qualifications

1. Bachelor's Degree in Law (LL.B.) from a recognized University
2. Proficiency in legal databases, MS Office applications, spreadsheets, and digital documentation
3. Willingness to travel to project locations within Assam, Nagaland and Arunachal Pradesh whenever required

Desirable Qualifications

Preference shall be given to candidates possessing one or more of the following:

1. Master's Degree in Law, Public Policy, Criminology, Public Administration, Social Sciences or allied disciplines
2. Training or certification in research methodology, empirical legal research, statistics, data management, monitoring and evaluation, or legal documentation
3. Experience in preparing research reports, policy briefs, manuals, training modules or academic publications
4. Experience of working on externally funded research or development projects, preferably in the areas of legal education, access to justice, judicial reforms, legal aid, governance or social justice
5. Familiarity with statistical software, qualitative research tools or digital data collection platforms shall be an added advantage

Key Responsibilities

The selected candidate shall, inter alia:

- 1) Demonstrable experience in legal research, policy research, empirical studies, documentation, drafting, data compilation or analytical work in legal education, justice delivery, public policy, governance, social development or allied sectors.
- 2) Ability to conduct field studies, stakeholder consultations and programme documentation.

- 3) Excellent legal research, analytical and report-writing skills.
- 4) Undertake legal, doctrinal, and empirical research relating to the CLE and Lawyer Fellowship Programme.
- 5) Prepare research papers, policy briefs, concept notes, training manuals and programme documentation.
- 6) Assist in developing curriculum, training material and learning resources.
- 7) Design and administer surveys, questionnaires and field studies.
- 8) Compile, analyze, and interpret quantitative and qualitative data.
- 9) Maintain programme databases and documentation.
- 10) Prepare periodic progress reports, impact assessment reports and donor reports.
- 11) Coordinate with Programme Coordinators, faculty members, mentors, Fellows and external stakeholders for research-related activities.
- 12) Undertake field visits for documentation, monitoring and evaluation of programme implementation.
- 13) Perform such other duties as may be assigned by the University from time to time.

General Instructions

1. The University reserves the right not to fill any of the advertised positions.
2. Mere fulfilment of the eligibility criteria does not entitle a candidate to be called for interview or selection.
3. Only shortlisted candidates shall be contacted.
4. The University reserves the right to modify the number of positions or the terms of engagement depending on project requirements.
5. The University reserves the right to employ suitable screening criteria to shortlist/select candidates.

Application Procedure

Interested candidates may submit their application along with:

- 1) Curriculum Vitae.
- 2) Statement of Purpose.
- 3) Copies of relevant testimonials and experience certificates.

registrar@nluassam.ac.in

Last Date for Submission of Applications: 27.07.2026.

Sd/-
Registrar
National Law University and Judicial Academy, Assam
Amingaon, Guwahati – 781031
Assam, India



NATIONAL LAW UNIVERSITY AND JUDICIAL ACADEMY, ASSAM

(ESTABLISHED BY ASSAM ACT NO. XXV OF 2009)

Hajo Road, Amingaon,

GUWAHATI - 781 031, ASSAM (INDIA)

APPLICATION FORM FOR NON-TEACHING POSITIONS

ADVERTISEMENT PUBLISHED IN DATED.....	FORM NUMBER (FOR OFFICE USE ONLY) 	PASTE YOUR RECENT PASSPORT SIZE PHOTOGRAPH HERE					
1. NAME OF THE POST APPLIED FOR							
2. PERSONAL DETAILS							
A.	NAME (IN CAPITAL LETTERS)	FIRST NAME	MIDDLE NAME	SURNAME			
B.	DATE OF BIRTH	DAY	MONTH	YEAR	AGE AS ON DATE	YEAR	MONTH
C.	PLACE OF BIRTH	CITY / VILLAGE		STATE	COUNTRY		
D.	FATHER'S NAME						
E.	MOTHER'S NAME						
F.	NATIONALITY						
G.	GENDER MALE / FEMALE / OTHER:						
H.	COMMUNITY/CATEGORY (TICK WHICHEVER IS APPLICABLE) GEN / SC / ST(P) / ST(H) / OBC / MOBC / PC / WOMEN / EX-SERVICEMAN / OTHER CATEGORIES IF OTHER CATEGORY:- GIVE DETAILS _____ (ATTACH RELEVANT CERTIFICATES AS PROOF)						
I.	MARITAL STATUS a. MARRIED / UNMARRIED b. IF MARRIED, NAME OF SPOUSE _____						
J.	IF SPECIALLY ABLED, INDICATE THE RELEVANT PARTICULARS	IF APPLICABLE, WRITE 'YES'			PERCENTAGE OF DISABILITY		
(i)	BLINDNESS OR LOW VISION						
(ii)	HEARING IMPAIRMENT						
(iii)	LOCOMOTOR DISABILITY OR CEREBRAL PALSY (INCLUDES ALL CASES OF ORTHOPAEDICALLY HANDICAPPED)						

3. EDUCATIONAL QUALIFICATIONS (ATTACH ADDITIONAL PAGES, IF REQUIRED)								
	NAME OF THE COURSE	NAME OF THE BOARD / UNIVERSITY	MONTH & YEAR PASSED	DIVISION	% OF MARKS	CGPA (IF GRADING IS APPLICABLE)	SUBJECTS STUDIED	S.NO. OF PROOF ENCLOSED
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
10 TH CLASS/ EQUIVALENT								
10 + 2 / EQUIVALENT								
BACHELOR'S DEGREE								
MASTER'S DEGREE								
OTHERS								

4. CHRONOLOGICAL LIST OF EXPERIENCE (INCLUDING CURRENT POSITION/ EMPLOYMENT)						
DESIGNATION AND SCALE OF PAY	NAME AND ADDRESS OF EMPLOYERS	PERIOD OF EXPERIENCE			NATURE OF WORK/DUTIES	S.NO. OF PROOF ENCLOSED
		FROM DATE	TO DATE	NO. OF YEARS /MONTHS (AS ON DATE OF ADVERTISEMENT)		
(A)	(B)	(C)	(D)	(E)	(F)	(G)

5. PRESENT POSITION (IF ANY)					
DESIGNATION	NAME OF THE ORGANIZATION	BASIC PAY (₹)	PAY SCALE (₹)	GROSS PAY / TOTAL SALARY P.M. (₹)	REMARKS

6. CANDIDATE'S NAME AND ADDRESS FOR CORRESPONDENCE			
NAME			
COMPLETE ADDRESS WITH PIN CODE	MAILING ADDRESS	PERMANENT ADDRESS	
E-MAIL	PHONE NO. (LANDLINE WITH STD CODE)	MOBILE NO.	FAX NO.

7. LIST OF SELF ATTESTED TESTIMONIALS ATTACHED (ORIGINAL TO BE PRODUCED AT THE TIME OF INTERVIEW). PLEASE TICK (✓) THE RELEVANT ONES APPLICABLE

- (a) MATRICULATION MARKSHEET / CERTIFICATE
- (b) INTERMEDIATE MARKSHEET / CERTIFICATE
- (c) B.A. / B.SC. / B.COM. (FINAL) /BPT/ MBBS MARKSHEET / DEGREE
- (d) M.A. / M.SC. / M.COM. / M.B.A. (FINAL) /MPT MARKSHEET / DEGREE
- (f) EXPERIENCE CERTIFICATE
- (g) TECHNICAL / PROFESSIONAL EDUCATION CERTIFICATE
- (h) OTHERS

TOTAL NUMBER OF ABOVE SELF ATTESTED TESTIMONIALS ATTACHED _____

(IN WORDS) _____

N.B. APPLICATIONS WITHOUT THE ABOVE SELF ATTESTED TESTIMONIALS (APPLICABLE TO THE CANDIDATE) WILL NOT BE ENTERTAINED.

8. DECLARATION
<p>I, _____ SON/DAUGHTER OF _____ HEREBY DECLARE THAT ALL THE STATEMENTS AND ENTRIES MADE IN THIS APPLICATION ARE TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. IN THE EVENT OF ANY INFORMATION BEING FOUND FALSE OR INCORRECT OR INELIGIBILITY BEING DETECTED BEFORE OR AFTER THE SELECTION COMMITTEE, MY CANDIDATURE / APPOINTMENT MAY BE CANCELLED BY THE UNIVERSITY.</p> <p style="text-align: right;">SIGNATURE OF THE APPLICANT</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">*NAME AS SIGNED (IN BLOCK LETTER</p> <p>*APPLICATION NOT SIGNED BY THE CANDIDATE LIABLE TO THE REJECTED</p>