

Details of Educational Qualifications, Experience
Advertisement No. NLUJAA/ESTT/RECRUITMENT/UAS-UMS/2026/001

Sl. No.	Name of Post	Number of post(s), Pay Scale and Qualifications
1	Finance Officer	<p>Number of Posts: 1(one) UR</p> <p>Pay Scale: <i>Pay Level 14 with Rationalized Entry Pay of Rs. 1, 44, 200/</i></p> <p>Essential Qualifications:</p> <p>a) Master's Degree (Finance) with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>b) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration <i>or</i></p> <p>c) Comparable experience in research establishment and/ or other institutions of higher education, <i>or</i></p> <p>d) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>Desirable Qualification:</p> <p>Chartered Accountant with a minimum of fifteen years of experience as Accounts Officer in the Pay Level 11 and above or with eight years of service in the Pay Level 12 or in an equivalent post in any reputed University or reputed educational institution.</p> <p>Computer literacy to oversee installation of appropriate software, and computerization of all finance, accounts and stores related matters; good interpersonal skills.</p>
2	Deputy Registrar (Academic)	<p>Number of Posts: 1(one) UR</p> <p>Pay Scale: <i>Level 12 with Rationalized Entry Pay of Rs. 78,800/-</i></p> <p>Essential Qualification:</p> <p>a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed</p> <p>b) 9 years of experience as Assistant Professor in the Academic Level 10 and above with experience in</p>

		<p>educational administration, <i>or</i></p> <p>c) Comparable experience in research establishment and/ or other institutions of higher education, <i>or</i></p> <p>d) 5 years of administrative experience as Assistant Registrar or in equivalent post.</p> <p>Desirable Qualification:</p> <p>Ph.D. degree; experience in academic administration in higher educational institutions, particularly law schools/National Law Universities; familiarity with academic regulations and university governance processes; relevant professional training in higher education administration; and demonstrated ability for effective coordination and multi-tasking in an academic environment.</p>
3	Administrative Officer	<p>Number of Posts: 1(one) UR</p> <p>Pay Band: ₹30,000 – ₹1,10,000</p> <p>Grade Pay: ₹13,900/-</p> <p>Essential Qualification:</p> <p>a) Bachelor's Degree in Arts / Science / Commerce from a recognized University</p> <p>b) Ten (10) years' experience in the field of general administration, out of which at least five (05) years shall be in a responsible position not below the rank of Senior Administrative Assistant or equivalent, or in a higher post in Government / Semi-Government offices / recognized Public Institutions or Undertakings</p> <p>c) Experience in dealing with Establishment matters, General Administration, Personnel and Financial matters</p> <p>Desirable Qualifications:</p> <p>a) Master's Degree in any discipline</p> <p>b) Experience in office organisation, staff welfare measures, and financial and general administration</p>
4	Junior Administrative Assistant	<p>Number of Posts: 2(1 SC [Assam], 1 UR)</p> <p>Pay Band: ₹14,000 – ₹70,000</p> <p>Grade Pay: ₹8,700/-</p> <p>Essential Qualification:</p> <p>a) Bachelor's Degree in any discipline from a recognized University / Institution</p> <p>b) Must possess adequate knowledge of computer</p>

		<p>applications, including office productivity tools and basic digital record management</p> <p>Experience: Minimum three (03) years' working experience in any University, Central or State Government Organization, Higher Secondary Council, or Board of Secondary Education</p> <p>Experience in handling clerical and administrative functions, office correspondence, record maintenance, data entry, and coordination with academic and administrative sections.</p>
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5	System Operator	<p>Number of Posts: 1(one) [OBC/MOBC (Assam)]</p> <p>Pay Band: ₹14,000 – ₹70,000 Grade Pay: ₹8,700/-</p> <p>Essential Qualification: BCA or equivalent or Graduate with DOEACC 'A' Level (Diploma) 'or' Diploma in Computer Science and Engineering (Three Years) from recognized institution.</p> <p>The candidate shall have exposure in using hardware, software and networking in office environment.</p> <p>Experience: Minimum three years' work experience in any reputed and recognized Educational Institution / Computer Centre. Working knowledge of C++ and Tally is desirable.</p>
6	Library Restorer	<p>Number of Posts: 1(one) [OBC/MOBC (Assam)]</p> <p>Pay Band: ₹14,000 – ₹70,000 Grade Pay: ₹6,200/-</p> <p>Essential Qualification: a) Passed 10th Standard from a recognized Board</p> <p>Experience: Minimum two (02) years' working experience in any University / Educational Institution / Central or State Government Organization / Higher Secondary Council / Board of Secondary Education</p> <p>Experience in handling library-related support functions, including maintenance and preservation of library materials, shelving and retrieval of books, basic record-keeping, and assistance in library operations.</p> <p>Working experience in libraries of Higher Educational</p>

		Institutions (HEIs) shall be desirable.
7	Cook-cum-Attendant	<p>Number of Posts: 1(one) UR</p> <p>Pay Band: ₹14,000 – ₹70,000</p> <p>Grade Pay: ₹5,600/-</p> <p>Essential Qualification:</p> <p>a) Passed 8th Standard from a recognized Board</p> <p>Experience:</p> <p>Minimum two (02) years' experience as a Cook in a Hostel / Guest House / Canteen / Mess attached to a Hostel in any Institution of Higher Learning</p> <p>Experience in preparation of vegetarian and non-vegetarian food items, maintenance of hygiene and cleanliness in kitchen and dining areas, and adherence to basic food safety and sanitation practices.</p>