OFFICE OF THE REGISTRAR
NATIONAL LAW UNIVERSITY AND JUDICIAL ACADEMY ASSAM
Hajo Road, Amingaon, Guwahati – 781031

Advt. No: NLUJAA/ESTT/RECRUITMENT/UAS-UMS/2026/001
Date: 23-11-2026

RECRUITMENT NOTICE

Online applications are invited from the eligible Indian citizens for the following post in National Law University and Judicial Academy, Assam

Sl. No.	Name of the Post	No. of Post	Reservation	Pay Scale/ Pay Level
1.	Assistant Registrar (Administration & Finance)	1	UR	Level – 10 with rationalized entry pay of Rs.56,100/-
2	University Engineer	1	UR	Pay Band: Rs.30,000/- to 1,10,000/- GP: Rs.13,300/-
3	Warden (Male & Female)	2	ST-1 UR-1	Pay Band: Rs.14,000/- to 70,000/- GP: Rs.8,000/-

QUALIFICATION & EXPERIENCE:

Sl. No.	Name of the Post	Details of Qualification and Experience
1.	Assistant Registrar (Administration & Finance)	**A. Essential Qualifications and Experience** 1. Master's Degree with at least 55% marks or an equivalent grade on a point scale, wherever grading system is followed 2. Minimum five (05) years experience with demonstrable knowledge of administrative and financial management in higher educational institutions. **B. Desirable Qualifications and Experience** 1. Experience of supervisory nature in administrative matters in an University / Research Establishment / other reputed institutions of higher education.

		2. Preference will be given to the candidates having adequate knowledge and experience in the use of state of the art tools of communication, computer proficiency, capability of working in multi-tasking environment and having knowledge of administrative / establishment / personnel and finance matters. 3. Experience in university administration. 4. High ethical standards, integrity and a strong sense of responsibility. **Note:** Above is subject to university regulations. **Nature of Post:** Permanent **Age Limit:** Up to 45 years (No upper age limit for regular employees of the National Law University and Judicial Academy, Assam
2.	University Engineer	1. A Bachelor's Degree in Civil Engineering from a recognized University / Institution with a minimum of ten years of experience in quality control, QS and State Government procedures to supervise the construction works of the University or Engineer with more than ten years of experience in senior positions. 2. Candidates with 10 years of experience in big projects / governmental experience / experience in infrastructural development in national-level institutions/higher educational institutions would be preferred. **Nature of Post:** Permanent **Age Limit:** Up to 45 years (No upper age limit for regular employees of the National Law University and Judicial Academy, Assam
3.	Warden Male - 1 Warden Female - 1	1. At least graduate in any discipline 2. Experienced in hostel administration in Universities/Educational Institutions with minimum 3-5 years' experience. 3. Functional knowledge of English, Hindi, and Assamese Languages with good organizational and interpersonal skills.

		Desirable: 1. Good administrative, communication, and interpersonal skills. 2. Ability to manage student welfare and hostel discipline. 3. Basic knowledge of computer applications. **Age Limit**: Up to 45 years **Nature of Post:** Permanent

Sd/-
Registrar
National Law University and Judicial Academy, Assam