



**National Law University and Judicial Academy, Assam  
Hajo Road, Amingaon, Guwahati-781031**

No. NLUJAA/ACD-ADMN/F/STD.RECRT/2018

Date: 18.12.2023

**ADVERTISEMENT**

**FOR THE POST OF PLACEMENT CO-ORDINATOR (CONTRACTUAL)**

The National Law University and Judicial Academy, Assam (NLUJAA) established by the Government of Assam by way of enactment of the National Law School and Judicial Academy, Assam Act, 2009 (Assam Act No. XXV of 2009), invites applications for the post of Placement Co-ordinator on contractual basis for a period of six months.

1. **No of Vacancy:** 01
2. **Remuneration:** 22,700/- (Consolidated)
3. **Qualifications and Other Conditions:**  
Law Graduate / MBA, relevant experience preferably in educational institutes of repute.
4. **Job Responsibilities:**
  - a) Liaisons with industry.
  - b) Arranges campus interviews.
  - c) Proposes annual T & P budget.
  - d) Assists students develop and implement successful job search strategies.
  - e) Prepares an audio-video presentation or a colourful hand-out on the college to be presented to potential employers.
  - f) Compiles and maintains the database of student's profiles for all the departments.
  - g) Undertakes a rigorous placement campaign.
  - h) Assists employers achieve their hiring goals.
  - i) Empowers students with life-long career decision-making skills.
  - j) Provides resources and activities to facilitate the career planning process.
  - k) Acts as a link between students, alumni and the employment community.
  - l) Up gradation of the students' skill sets and commensurate with the expectations of the industry.
  - m) Generates awareness in the students regarding future career options available to them.
  - n) Liaisons with different companies in recruiting candidates as per their requirements.
  - o) Keeps track of all the advertisements related to placements appropriate to the profiles of aspirants.

- p) Communicates the resume of suitable candidates to the potential employers.
- q) Provides right placement to the right candidate so that students excel in their future life.
- r) Organizes placement training for the students and make them ready for interview and group discussion.
- s) Giving intimation to all concerned departments /sections for on/off-campus drive and encouraging the students to participate in the drive.
- t) Guide and counsel the students in securing permanent placement by bringing them in contact with the prospective employers.
- u) Provides information on the schedule of recruitment drives well in advance to all concerned departments /sections and students.
- v) Places request for resources required well in advance and coordinates with the concerned and ensures availability of the same
- w) Details of placed candidates and their appointment orders are to be sent to all concerned departments /sections, immediately after the recruitment drive is completed.

**Note:**

1. Appointment will be made on purely temporary basis. The University reserves the exclusive right to reject applications / terminate service of the incumbent at any point without citing any reason, whatsoever.
2. The University reserves the right to withdraw any advertised post(s) at any time without giving any reason. Any consequential vacancies arising at the time of interview may also be filled up from the available candidates.
3. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the university reserves the right to modify/withdraw/cancel any communication made to the candidate.
4. No TA/DA will be provided to candidates.
5. Candidates are asked to enclose self-attested testimonials. Original is to be produced at the time of Interview.
6. A self-attested photograph of the applicant is to be pasted in the form.
7. In service candidates must apply through proper channel with NOC obtained from the concerned authority.

Filled in Standard application form must reach **'The Registrar, National Law University and Judicial Academy, Assam, Amingaon, Hajo Road, Kamrup, Guwahati-31, Assam,**  
Email Id: [registrar@nluassam.ac.in](mailto:registrar@nluassam.ac.in) on or before **30.12.2023** at **5.00 p.m.**