Ref: NUSRL/RNC/2025/1128661 Date: 19/08/25

**ADVERTISEMENT FOR NON-TEACHING POSITIONS (CONTRACTUAL)**

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| **SL.No.** | **Name of the post** | **No. of Post** | **Pay Scale** | **Qualification** |
| **1.** | Multi-Tasking Staff (On Contract) | **2 nos.** | 30000/- | **Qualification & Experience**Graduation in any discipline with minimum 3-5 years’ experience in a similar capacity in residence school/ college/ University. Excellent working environment, Salary at par with industry standards, higher/lower salary may be considered depending on candidate experience.Desirable Qualification Diploma in Computer Application (DCA)Proficiency in English and Hind and Good Communication skill with an understanding of Local languageRoles and Responsibility’s:1. Take dictation and notes and later transcribe their notes into documents.
2. Record minutes of meeting
3. Perform office task such as typing, filing , Answering mails and operation Machine.
4. Basic Knowledge of Accounts/Establishment/ Administration/ Examination/ HR will be advantages

**Skill Test Norms on Computer:**Tying Knowledge - Hindi & English  |
| **2.** | Stenographer  (On Contract) | **2** | 40000/- | i. **Essential Qualifications:**1. A Bachelor’s Degree in any discipline from any recognised Institute/ University.2. Proficiency in Stenography in English with a minimum speed of 80wpm.3. Take dictation and notes and3. Knowledge of Computer Applications.4.Proficiency in English and Hindi and good communication skills with an understanding of the local language commonly used for communication in Jharkhand.**Desirable Qualifications:** ii. Translation from Hindi to English and English to Hindi.**Skill Test on Computer:**Dictation: 10 minutes @ 80 w.p.m.Transcription: 50 minutes English/40 minutes HindiRoles and Responsibilitiesi. later transcribe their notes into documents ii. Record minutes of the meetingsiii. Perform office tasks such as typing, filing, answering phones and operating machines. **Note : The number of posts may be increased or decreased based on the suitability of the candidates.** |

APPLICATION FORM

a) Candidates shall be required to download the application forms from the website of the University or submit the applications in the prescribed format online.

b) Applications for all the posts shall be entertained only in the prescribed format (Online/Offline), along with the prescribed fee (Rs. 1000/-).

c) The application should be addressed to “The Registrar, NUSRL, Ranchi in a closed cover super-scribing "Application for the post of ............

Nagri,PO:Bukru,PS:Kanke, Kanke PithoriaRoad,Kanke,Ranchi (Jharkhand)Pin834006

**Recent Passport Size Photo Self Attested**

APPLICATIONFORM

Post Applied For: Advt. No:

1. Applicant Name: (In Block Capital letters)
2. Father’s/Mother’s/Spouse’s Name:
3. Date of Birth: Age:Years Months
4. Gender: (Male/Female)
5. Category: (GEN/SC/ST/OBC)
6. Permanent Address:

Pin:

1. Address for communication: \_

Pin:

1. Ph. No. / Mobile No. : Email:
2. Educational Qualifications:-

|  |  |  |  |
| --- | --- | --- | --- |
| Examination Passed | Year | Board/ University | % marks and Division |
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1. Experience Details:-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Post/Designation | Organization | Duration | Total Experience(Months/Year) | Salary Drawn(Scale/ Consolidated) | SupportiveDocument(Annexed) |
| From | TO |
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Any other relevant information:

1.

2.

3.

4.

I hereby declare that all information is true to the best of my knowledge and belief. If any fact is found false, my candidature may be cancelled ,and I understand that I will be denied any employment in the University, and if already employed on any of the posts in the University, my services will be terminated forthwith.

Date:

Place: Signature of the Candidate

**DECLARATION**

CERTIFIED that: -

1. The information given herein above is complete and correct.
2. No disciplinary proceeding is pending or contemplated against me.
3. I have never been dismissed from service nor barred from holding any future appointment or convicted for any offence. No criminal case is pending against me.
4. In case of concealment/suppression of fact(s), which may be detected at any stage in future, my candidature is liable to be cancelled/terminated, as the case may be, without notice.

# Date: Signature of the applicant

**ENDORSEMENT BY THE PRESENT EMPLOYER**

Name of the Forwarding Authority

# Date: [Signature of the Forwarding Authority with seal]

List of self-attested testimonials attached (original to be produced at the time of interview):

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

# Signature of the Applicant with date

## Important instructions to the candidates

Duly filled in application form along with Demand Draft of Rs.1,000/- (application fee) drawn in favour of “Registrar, NUSRL Ranchi” payable at Ranchi and with the relevant supporting documents duly self-attested and CV should be sent so as to reach “The Registrar, National University of Study and Research in Law, Nagri, PO: Bukru, PS: Kanke, Kanke-Pithoria Road, Kanke, Ranchi (Jharkhand) Pin – 834006” on or before 12/09/25 by17:00 hrs by Indian Speed Post or India Registered Post only and the soft copy of the form along with relevant documents should be sent on or before 12/09/25 to :jobs@nusrlranchi.ac.in

1. The candidate must also submit their CV along with the hard and softcopies of the form.
2. The candidates eligible strictly according to UGC norms only may apply for the notified posts.
3. The candidates applying for different category of posts shall submit separate application form along with separate application fee for each category in separate envelopes by specifying the same on the top of the envelope. Application submitted Online (Via Email etc.) will not be considered. Only those sent by **India Speed Post or Registered Post (Hard Copy)** will be considered.
4. Application fee once paid shall not be refunded under any circumstances.
5. Applications incomplete in any respect and those received after the last date shall not been pertained.
6. Candidates should send self-attested copies of certificates and mark-sheets from matriculation onwards in support of their qualifications. Originals should not be sent along with the application but these must be produced at the time of interview.
7. The University will **verify** the documents submitted by a candidate at the time of interview. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine background and has suppressed the said information, then his/her services shall be terminated.
8. In case of any inadvertent mistake in the process of selection which may be detected any stage even after the issue of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidate.
9. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
10. No correspondence will be entertained regarding postal delays, conduct and result of interview and reasons for not being called for interview etc.,
11. Only shortlisted candidates will be called for interview.
12. The University reserves the right not to fill up any of the vacancies advertised if the circumstances so warrant.
13. The University reserves the right to consider candidates of outstanding merit who may not have applied.
14. The University reserves the right to consider any applicant for lower post than that applied for, subject to the fulfilment of UGC Regulations.
15. The regular posts are subject to confirmation after completion of one-year probation period satisfactorily.
16. Persons in employment should route their application through proper channel.
17. No TA/DA for attending the interview is admissible.
18. Only Application sent by Indian Speed post/ Indian Registered Post and delivered to the university before deadline will be considered.
19. The candidate must also submit their CVs along with the hard and soft copies of the form.