



Chanakya National Law University, Patna

(University established by Act No. XXIV of 2006)
Nyaya Nagar, Mithapur, Patna 800001 (Bihar)

Phone No.: 91-612-2352300, Email : recruitment@cnlu.ac.in


Advertisement No. 14/2023-24(Appt.)

Date: 30.10.2023

ROLLING ADVERTISEMENT FOR RECRUITMENT

CNLU, a premier institution of Legal Education invites application for the following Non-Teaching positions:

Sl. No.	Name of the Post	NO. OF POSTS	Category	Pay level
A.	Registrar	01	UR	Pay level-14
B.	Deputy Registrar	01	UR	Pay level-12
C.	Assistant Registrar (Finance)	01	UR	Pay level-09
D.	Assistant Registrar (Administration)	01	UR	Pay level-09
E.	Accounts Officer (Jr.)	01	UR	Pay level-06
F.	Data Entry Operators	03	UR-01, UR (F)-01, SC-01	Pay level-05
G.	Cook cum Attendant	01	UR	Pay level-01


Prof. (Dr.) S. P. Singh
Registrar

A. Registrar

1.	Name of the Post	Registrar
2.	Number of Post	01 (UR)
3.	Educational and other qualifications required	<p>Essential Qualification*: Master's degree with at least 55% of marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>Essential Experience: 1. A Professor who had served as Associate Professor for 8 years. or At least 15 years of experience as Assistant Professor in Academic level 11 and above or with 8 years of service in academic level 12 and above including as Associate Professor along with experience in educational administration. Or Comparable experience in research establishments, and/or other institutions of higher education. Or 15 years of administrative experience of which eight years shall be as Deputy Registrar or an equivalent post.</p>

B. Deputy Registrar

1.	Name of the Post	:	Deputy Registrar
2.	Number of Post	:	01 (UR)
3.	Educational and other qualifications required for direct recruitment	:	<p>Essential Qualification*</p> <ul style="list-style-type: none"> ● Master's Degree with at least 55% marks or an equivalent grade in a point scale wherever grading system is followed. <p>Essential Experience</p> <p>9 years of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration.</p> <p>OR</p> <ul style="list-style-type: none"> ● Comparable experience in research establishment and / or other Institutions of higher education. <p>OR</p> <ul style="list-style-type: none"> ● 5 years of administrative experience as Assistant Registrar or in equivalent post.

C. Assistant Registrar (Finance)

1.	Name of the Post	:	Assistant Registrar
2.	Number of Post	:	01 (UR)
3.	Educational and other qualifications required for direct recruitment	:	<p>Essential Qualification*</p> <ul style="list-style-type: none"> ● Master's Degree (M.Com./MBA Finance) with at least 55% marks or an equivalent grade in a point scale wherever grading system is followed. <p>Essential Experience:</p> <ul style="list-style-type: none"> ● Experience/exposure to IT based Finance and Accounting/Audit/Academic/Purchase and Store/Establishment. ● Hands on experience with Google applications, MS applications including Share Point and Tally and other Enterprise services, web applications. ● Exposure of office procedures like maintenance of files, noting, drafting.

D. Assistant Registrar (Administration)			
1.	Name of the Post	:	Assistant Registrar
2.	Number of Post	:	01 (UR)
3.	Educational and other qualifications required for direct recruitment	:	Essential Qualification* <ul style="list-style-type: none"> ● Master's Degree with at least 55% marks or an equivalent grade in a point scale wherever grading system is followed. Essential Experience: <ul style="list-style-type: none"> ● Three years administrative experience in NLUs/University system / Research Institute / State / Central Govt. Departments. ● Hands on experience with Google applications, MS applications including Share Point and Tally and other Enterprise services, web applications. ● Exposure of office procedures like maintenance of files, noting, drafting. ● Effective verbal and written communication skills.

* Appropriate regulations of UGC issued from time to time shall apply for educational qualification and experience prescribed above.

E. Accounts Officer (Jr.)			
1	Name of the Post	:	Accounts Officer (Jr.)
2	Number of Post	:	01 (UR)
3	Age limit As on 25.11.2023	:	37 Years
4	Educational and other qualifications required for direct recruitment	:	Essential Qualification* ● Bachelor's degree in Commerce or BBA (finance) or MBA (finance) with 3 years of relevant experience.

F. Data Entry Operator			
1.	Name of the Post	:	Data Entry Operator
2.	Number of Post	:	03 UR-01, UR(F)-01, SC-01
3.	Age limit As on 25.11.2023	:	Not below 18 years and above 37 years for UR. Upper age limit is 42 years in case of Schedule Caste.
4.	Educational and other qualifications required for direct recruitment	:	Essential Qualification: (i) Graduate from any university. (ii) Diploma /Certificate course of at least one year in Computer application from an institution recognized by the Government.
5.	Scheme of Examination (100 Marks)		i) Computer proficiency test of 20 marks and ii) Typing speed test on Computer (@ 40 words per minute) in English of 40 marks. iii) Typing speed test on Computer (@ 30 words per minute) in Hindi of 40 marks.

G. Cook cum Attendant			
1.	Name of the Post	:	Cook cum Attendant
2.	Number of Post	:	01 (UR)
3.	Age limit As on 25.11.2023	:	Not below 18 years and above 37 years.
4.	Educational and other qualifications required for direct recruitment	:	<ul style="list-style-type: none"> High School with 5 years' experience of cooking in hotel/hospital mess of repute and guest houses of reputed organizations.

General instructions and Essential Information:-

1. Candidate applying for more than one post must use separate Application Form along with requisite application fees for each post and send in separate envelope superscripted with the post applied for.
2. Academic qualifications and experiences shall be substantiated by the relevant documents.
3. All belated and incomplete applications, which are not in prescribed form / not in original form/ without relevant supporting enclosures will be outrightly rejected. University will not be responsible for any postal delay.
4. Interim correspondence will not be entertained and replied to.
5. A candidate furnishing incorrect or false information shall stand disqualified.
6. Persons with disability (PWD) fulfilling qualifications, experience and performances will be given preference. However, they shall be required to produce medical certificate in prescribed form issued by the competent medical authority for purpose of benefit of reservation as permissible under the rules.
7. The University reserves the right to increase or decrease the number of posts to be filled and to shortlist the candidates to be called for test/ interview.
8. Mere fulfillment of minimum qualification and experience requirements does not entitle any candidate to be called for test / interview.
9. Original documents will have to be produced at the time of test / interview.
10. Shortlisted candidates will be communicated the schedule of test / interview by post / telephone /e- mail. Candidates are advised to visit our website regularly.
11. The University reserves right to fill or not to fill any or all the posts advertised without specifying any reason, whatsoever.
12. Canvassing in any form will be treated as a disqualification for the post.
13. Bihar Reservation Rules shall apply in selection of the candidate.
14. Letter No. 11/आ०जी०-I-11/2015 सा० प्र० 2342, dated 15.02.2016 of General Administration Department, Govt. of Bihar would be applicable in the reservation policy.
15. Result will be published only on the University website and University Notice Board and will be intimated to the selected candidates through e-mail.
16. In case of any disputes / suits or legal proceedings against the University, the Jurisdiction shall be restricted to the High Court of Judicature at Patna.
17. After joining the service of the University, the persons will have to abide by the Rules, Regulations, Ordinances, Statutes and Act of the University applicable from time to time. He/ she

may be assigned any duty within or outside the University depending upon the exigency of the work.

18. No TA/DA will be paid to attend the selection process.
19. An application fee is Rs. 250/- for SC category applicants and for other applicants it would be Rs. 1,000/-.
20. The duly filled-in application form shall be sent along with the Bank Draft or through RTGS in Account Number 40831092400, IFSC SBIN0015996, State Bank of India, CNLU Branch, Mithapur, Patna. The Bank Draft shall be in favor of Registrar, Chanakya National Law University, Patna, payable at Patna only.
21. Interested applicants are required to submit application forms through offline mode along with all relevant attachments through registered post / by hand:
To
The Registrar,
Chanakya National Law University,
Nyaya Nagar, Mithapur, Patna- 800001 (Bihar)
22. Last date for submission of the duly filled-in application forms for the first round of selection committees is Saturday, the 25th November, 2023 till 05:00 p.m. For subsequent rounds of selections, applications received two weeks prior to interviews would be considered.
23. The envelope must be superscribed with the words "Application for the post of Registrar/Dy. Registrar/Assistant Registrar/Accounts Officer (Jr.)/Data Entry Operator/Cook and Advertisement Number.
24. Application Form can be downloaded from CNLU website i.e. <https://cnlu.ac.in/recruitment-notice/>.
25. For any clarifications in this regard, you may contact the University at the following email: recruitment@cnlu.ac.in



Prof. (Dr.) S. P. Singh
Registrar