



NALSAR University of Law, Hyderabad

'Justice City', Shameerpet,
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Advt.No.01/2023

Dt: December 05, 2023

NALSAR University of Law, Hyderabad, a premier institution of eminence accredited by NAAC with A++ Grade, invites applications for the following non-teaching positions on contractual basis for a period of one year with consolidated pay. However the university reserves the right either to discontinue the services after the expiry of the period of one year or to extend the services as per the needs of the university.

- **Junior Assistant** - **07**
- **Nurse (Male)** - **01**
- **Record Assistant** - **02**

Qualifications Required:

Junior Assistant

- Graduate in any subject from a reputed University having adequate knowledge in computer applications.

Candidates with shorthand / knowledge of operating accounting packages with knowledge of MS Office will be preferred. Preference will be given to the candidates having relevant experience in reputed universities / Institutions.

Staff Nurse

- Diploma in General Nursing and Midwifery or B.Sc. Nursing from a recognized University / Institution and registered as Nurse in State Nursing Council Register. Candidates should have atleast two years of experience in a reputed hospital or nursing home.

Record Assistant

- Candidates with Matriculation and having atleast five years of experience in a reputed University / Institution in the support management service.

Preference will be given to candidates having work experience in libraries.

For all the above positions, preference may be given to candidates with higher qualifications, relevant experience and having fluency in English language both written and oral.

Salary:

The basic pay in the pay scale for the said post as per the Telangana State Government pay scales will be paid as consolidated pay.

Application Fee:

An application fee of Rs. 500/- (Rs.250/- for SC/ST/BC/EWS/PWD) shall be paid by way of NEFT / RTGS to the bank account given below in favour of 'Registrar, NALSAR' and the payment reference number should be provided in the application form:

Current Account Number : 768053142

Name of the Bank & Branch : Indian Bank, Shameerpet Branch

IFSC Code : IDIB000S166

Application fee is not refundable under any circumstances. Applications received without application fee will be rejected.

Candidates who have applied earlier also need to apply again, however they need not pay the application fees.

Candidates applying for more than one post should apply in separate application along with the fee for each post.

How to Apply:

Application along with the relevant documents should be submitted through Google Form latest by December 31, 2023 through the links given below:

Google Forms: [Junior Assistant](#) ; [Staff Nurse](#) ; [Record Assistant](#)

GENERAL INFORMATION:

- 1. The University may conduct written test / skill test any one or both, as method for shortlisting of candidates or alternatively the University may constitute a Screening Committee to scrutinize the applications and short-list the candidates.**
2. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him / her for being called for interview.
3. The University reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed; or by any other condition that it may deem fit.
4. Call letters will be sent only to the short-listed candidates and no correspondence will be made with applicants who are not short-listed.
5. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
6. The selected candidates do not have any claim / right for regular appointment in the service of the university.
7. Canvassing in any form on behalf of any candidate will disqualify such a candidate.
8. Incomplete applications in any respect shall not be considered at all.
9. No interim queries regarding call letters /test / interview / selection will be entertained.
10. The University reserves the right to fill all the positions advertised or fill only some of the positions or not to fill any of the positions.
11. The University makes all correspondence only through email.
12. In case of any disputes / suits or legal proceedings against the University, the Jurisdiction shall be restricted to the Courts only in Hyderabad, which is the Headquarters of the University.

REGISTRAR